



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Agenda - Final County Council - Special Session

---

Monday, April 16, 2018

6:00 PM

Council Chambers - 1000 Central Avenue

TELEVISED

---

### Budget Hearings - April 16th, 17th, 23rd, & 24th

1. **OPENING/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT** - Council will reserve up to the first 30 minutes of each session for public comment on any portion of the proposed budget. Once all comments have been provided, or after this time has expired, budget presentations and discussions will continue.
4. **APPROVAL OF AGENDA**
5. **BUSINESS**
  - A. [10680-18](#) County Council Minutes for April 3, 2018  
  
**Presenters:** Naomi Maestas  
**Attachments:** [A-County Council Minutes for April 3, 2018](#)
6. **PUBLIC HEARING(S)**
  - A. **Introduction, Overview, Budget Summary and Long Term Financial Projection**
    - 1) [10475-18](#) FY2019 Budget Hearings.  
  
**Presenters:** Harry Burgess, County Manager and Steven Lynne, Deputy County Manager

**Attachments:**

[A - FY2019 Proposed Budget](#)

[B - FY2019 Long Range Financial Projection](#)

[C - Department and Elected Officials Presentation  
Slides](#)

[D - Budget Options for FY2019](#)

[E - FY2019 Equipment Replacement List](#)

[F - FY2019 Pension Admin Costs](#)

[G - FY2019 Recurring Grants List](#)

[H - FY2019 Summary of Changes from Proposed to  
Adopted](#)

**B. Budget Presentations (Tentative Schedule; items may shift depending on flow of review and discussions.)**

**Monday, April 16, 2018**

***County Council***

***Municipal Court***

***County Manager***

***County Assessor***

***County Attorney***

***County Clerk***

***Probate Court***

***County Sheriff***

***Administrative Services***

***Community Services Department***

***Fire Department***

***Police Department***

***Community Development Department***

***Public Works Department******Department of Public Utilities******Non Departmental*****Tuesday, April 18, 2018*****Possible Continuation of Budget Presentations*****Monday, April 23, 2018*****Possible Continuation*****Tuesday, April 24, 2018*****Possible Continuation*****7. POSSIBLE BUDGET ADOPTION****8. PUBLIC COMMENT****9. ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 663-1750 if a summary or other type of accessible format is needed.



# County of Los Alamos

## Staff Report

April 16, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** A.

**Index (Council Goals):** \* 2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting

**Presenters:** Naomi Maestas

**Legislative File:** 10680-18

---

### **Title**

County Council Minutes for April 3, 2018

### **Recommended Action**

I move that Council approve the minutes for the April 3, 2018 County Council meeting.

### **Clerk's Recommendation**

The County Clerk recommends that Council approve the minutes as presented.

### **Attachments**

A - County Council Minutes for April 3, 2018





# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Minutes

### County Council – Regular Session

*David Izraelevitz, Council Chair; Christine Chandler, Vice Chair;  
James T. Chrobocinski, Antonio Maggiore, Susan O'Leary,  
Rick Reiss and Pete Sheehey, Councilors*

---

Tuesday, April 3, 2018

6:00 PM

Council Chambers – 1000 Central Avenue  
TELEVISED

---

#### 1. OPENING/ROLL CALL

The Council Chair, David Izraelevitz, called the meeting to order at 6:02 p.m.

**The following Councilors were in attendance:**

**Present: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

#### 2. PLEDGE OF ALLEGIANCE

Led by: All

#### 3. PUBLIC COMMENT

Mr. Greg White, 600 San Ildefonso, spoke regarding suits against the County.  
Ms. Helen Milenski, 1651 36<sup>th</sup> Street, spoke regarding the purchase of an unmanned aerial vehicle.  
Ms. Dawn Trujillo Voss, 256 Canada Way, spoke regarding the carbon free project.  
Ms. Anne Dillane, 1247 Central, spoke regarding weed nuisance.

#### 4. APPROVAL OF AGENDA

**A motion was made by Councilor Maggiore, seconded by Councilor Chandler, that the Agenda be approved as presented.**

**The motion passed by acclamation with the following vote:**

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

## **5. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

### **A. Proclamation declaring the Month of April as "Donate Life Month" in Los Alamos County**

Councilor Reiss read and presented the Proclamation to Ms. Cathy Walters, Donate Life Committee.

### **B. Proclamation Declaring Saturday, April 28, 2018, as "Clean Up Los Alamos Day"**

Councilor Sheehey read and presented the Proclamation to Ms. Angelica Gurule, Environmental Services Manager.

### **C. Proclamation designating the Week of April 8-14, 2018 as "Crime Victims' Rights Week" in Los Alamos County**

Councilor Maggiore read and presented the Proclamation to Chief Dino Sgambellone, Los Alamos Police Department.

### **D. Recognition - Los Alamos Police Department Official Earns National Accreditation**

Mr. Harry Burgess, County Manager, spoke and recognized Chief Dino Sgambellone, Los Alamos Police Department.

**No action taken.**

### **E. Scope of Action for Regional Coalition of LANL Communities (RCLC) Investigation**

Mr. Alvin Leaphart, County Attorney, spoke.  
Ms. Samantha Adams, Adams + Crow Law Firm, spoke.  
Mr. Billy Jimenez, Adams + Crow Law Firm, spoke.

**No action taken.**

### **F. Public Health Office Presentation**

Mr. Brian Brogan, Community Services Department Director, presented.  
Mr. Harry Burgess, County Manager, spoke.

Public Comment:  
None.

**No action taken.**

## **6. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA**

Mr. Brady Burke, 2310 39th Street, spoke regarding the Tourism Strategic Plan.

## **7. CONSENT AGENDA**

### **Consent Motion:**

**A motion was made by Councilor Reiss, seconded by Councilor Maggiore, that Council approve the items on the Consent Agenda, as presented, and that the motions contained in the staff reports be included for the record.**

- A. Approval of Amendment No. 4 to Services Agreement No. AGR 12-3838 with John & Hengerer for a Revised Total Agreement Amount of \$395,000.00, plus Applicable Gross Receipts Tax for the Purpose of Providing Legal Services to the Incorporated County of Los Alamos Relating to Matters Pending Before the Federal Energy Regulatory Commission and/or Other Federal Agencies Involved in Energy Regulation

**I move that Council approve, Amendment No. 4 to Services Agreement No. AGR 12-3838 with John & Hengerer for a Revised Total Agreement Amount of \$395,000.00, plus Applicable Gross Receipts Tax for the Purpose of Providing Legal Services to the Incorporated County of Los Alamos Relating to Matters Pending Before the Federal Energy Regulatory Commission and/or Other Federal Agencies Involved in Energy Regulation.**

- B. Approval of Amendment No. 1 to Services Agreement No. AGR 16-4270 with Virtue & Najjar, P.C. in an Amount of \$200,000.00 for the period commencing July 1, 2018 through June 30, 2021, resulting in a Revised Total Agreement Amount of \$400,000.00, plus Applicable Gross Receipts Tax, for the Purpose of Providing Legal Services in Connection with the Incorporated County of Los Alamos' Utilities Operations

**I move that Council approve Amendment No. 1 to Services Agreement No. AGR 16-4270 with Virtue & Najjar, P.C. in an Amount of \$200,000.00 for the period commencing July 1, 2018 through June 30, 2021, resulting in a Revised Total Agreement Amount of \$400,000.00, plus Applicable Gross Receipts Tax, for the Purpose of Providing Legal Services in Connection with the Incorporated County of Los Alamos' Utilities Operations.**

- C. Incorporated County of Los Alamos Resolution No.18-07. A Resolution Supporting Continued Service by the New Mexico Rail Runner Express

**I move that Council adopt Incorporated County of Los Alamos Resolution No. 18-07, a Resolution Supporting Continued Service by the New Mexico Rail Runner Express**

- D. Approval of AGR18-41, San Juan Generating Station Decommissioning Trust Agreement

**I move that Council approve AGR18-41 with Bank of Albuquerque for establishment of a Trust for the purpose of fulfilling the County's funding obligation under the San Juan Generating Station Decommissioning Trust Funds Agreement.**

- E. County Council Minutes for March 5, 2018, March 6, 2018, and March 20, 2018

**I move that Council approve the County Council Minutes for March 5, 2018, March 6, 2018, and March 20, 2018.**

- F. Approval of the Tourism Implementation Task Force Charter

**I move to approve the Tourism Implementation Task Force Charter and direct staff to begin recruitment of members.**

- G. Approval of the North Central Regional Transit District Intergovernmental Contract

**I move that Council approve the North Central Regional Transit District Intergovernmental Contract Agreement that is an update with addition of Village of Chama to this contract thereby confirming and awarding the membership and voting rights of all the members listed in this agreement.**

**Approval of the Consent Agenda:**

**The motion passed with the following vote:**

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

**8. INTRODUCTION OF ORDINANCE(S)**

- A.** Incorporated County of Los Alamos Code Ordinance No. 02-285, A Code Ordinance amending Chapter 8 To Add An Article XV to Create A Community Development Advisory Board.

**Councilor O'Leary introduced, without prejudice, Incorporated County of Los Alamos Code Ordinance No. 02-285, a Code Ordinance amending Chapter 8 to Add an Article XV to Create a Community Development Advisory Board.**

- B.** Incorporated County of Los Alamos Code Ordinance No. 02-286, A Code Ordinance amending Chapter 18, Section 36, To Increase The Minimum Number of Day a Notice Provided to a Landowner to Correct a Violation Prior to Issuance of a Citation

**Councilor Reiss introduced, without prejudice, Incorporated County of Los Alamos Code Ordinance No. 02-286, a Code Ordinance amending Chapter 18, Section 36, to Increase the Minimum Number of Days a Notice Provides to a Landowner to Correct a Violation Prior to Issuance of a Citation.**

- C.** Incorporated County Of Los Alamos Ordinance No. 02-281; An Ordinance Repealing Ordinances 571 and 664 in their Entirety and Enacting and Amending Certain Affordable Housing Provisions Into the Los Alamos County Code of Ordinances

**Councilor Chandler Introduced, without prejudice, Incorporated County Of Los Alamos Ordinance No.02-281; An Ordinance Repealing Ordinances 571 and 664 in their Entirety and Enacting and Amending Certain Affordable Housing Provisions Into the Los Alamos County Code of Ordinances.**

**9. PUBLIC HEARING(S)**

- A.** Incorporated County of Los Alamos Ordinance No. 681, An Ordinance Amending Section 6 of Incorporated County of Los Alamos Ordinance No. 534 to Extend to January 1, 2024, The Time in Which an Election may be held to Reauthorize the Regional Gross Receipts Tax

Mr. Philo Shelton, Public Works Director, spoke.

Public Comment:  
None.

**A motion was made by Councilor Reiss, seconded by Councilor Chandler, that Council adopt Incorporated County of Los Alamos Ordinance No. 681, an ordinance amending Section 6 of Incorporated County of Los Alamos Ordinance No. 534 to extend to January 1, 2024, the time in which an election may be held to reauthorize the Regional Gross Receipts Tax; and further moved that upon passage, the Ordinance be published in summary form.**

**The motion passed with the following vote:**

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

- B.** Public Hearing for the County Council to consider the Planning and Zoning Commission's recommendation to approve amending the Comprehensive Plan Future Land Use Map changing Two Parcels Totaling +/- 1.44 acres located at 555 and 557 Oppenheimer Drive, Owned by 555 Oppenheimer Condominium Association, Inc. and Los Alamos Professional Investment Partnership, Sub: Timber Ridge 2, Unit 2, Lot 1 and Lot 2, from "COMMERCIAL / OFFICE" To "MIXED-USE."

Mr. Paul Andrus, Community Development Director, spoke.

Public Comment:  
None.

**A motion was made by Councilor Maggiore, seconded by Councilor Reiss, that the County Council approve the Planning and Zoning Commission's recommendation to amend the Comprehensive Plan Future Land Use Map changing Two Parcels Totaling +/- 1.44 acres located at 555 and 557 Oppenheimer Drive, Owned by 555 Oppenheimer Condominium Association, Inc. and Los Alamos Professional Investment Partnership, Sub: Timber Ridge 2, Unit 2, Lot 1 and Lot 2, from "COMMERCIAL / OFFICE" To "MIXED-USE."**

**The motion passed with the following vote:**

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

## **10. BUSINESS**

- A.** Resolution No. 18-01 Amending the Comprehensive Plan Future Land Use Map changing Two Parcels Totaling +/- 1.44 acres located at 555 and 557 Oppenheimer Drive, Owned by 555 Oppenheimer Condominium Association, Inc. and Los Alamos Professional Investment Partnership, Sub: Timber Ridge 2, Unit 2, Lot 1 and Lot 2, from "COMMERCIAL / OFFICE" To "MIXED-USE."

Public Comment:  
None.

A motion was made by Councilor Maggiore, seconded by Councilor Reiss, that Council Adopt Resolution No. 18-01 Amending the Comprehensive Plan Future Land Use Map changing Two Parcels Totaling +/- 1.44 acres located at 555 and 557 Oppenheimer Drive, Owned by 555 Oppenheimer Condominium Association, Inc. and Los Alamos Professional Investment Partnership, Sub: Timber Ridge 2, Unit 2, Lot 1 and Lot 2, from "COMMERCIAL / OFFICE" To "MIXED-USE," and further moved that the Resolution be published in summary form.

The motion passed with the following vote:

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

## **RECESS**

**Councilor David Izraelevitz called for a recess at 7:46 p.m. The meeting reconvened at 7:57 p.m.**

- B.** Incorporated County of Los Alamos Resolution No. 18-08: A resolution declaring a Moratorium of sixty (60) days on the Enforcement of or Issuance of Various Notices and Citations of Article II of Chapter 18 and Chapter 16 of the Los Alamos County Code of Ordinances, Except for Violations Immediately Affecting Health, Safety, and Welfare

Mr. Alvin Leaphart, County Attorney, spoke.

Mr. Harry Burgess, County Manager, spoke.

Mr. Paul Andrus, Community Development Director, spoke.

Mr. Michael Arellano, Building Safety Manager and Chief Building Official, spoke.

Mr. Kevin Powers, County Attorney, spoke.

Mr. Troy Hughes, Fire Chief, spoke.

Mr. Kelly Sterna, Wild Land Chief, spoke.

### Public Comment:

Mr. James Whitehead, 200 Camino Encantado, spoke.

Mr. Mark Voss, 256 Canada Way, spoke.

Ms. Heather Ortega, 40 Santolina, spoke.

Mr. Warren Mazanec, 298 Bryce Ave, spoke.

Mr. Tom Houlton, no address given, spoke.

Mr. Chris Luchini, 121 La Senda Road, spoke.

Ms. Monika Charters Maclean, 925 Estates Drive, spoke.

Ms. Lori Vanlyssel, 742 47th Street, spoke.

Ms. Coen Schamaun, 538 Paul Place, spoke.

Ms. Paula Schmidt, 4851 Trinity, spoke.

Mr. Brady Burke, 2310 39th Street, spoke.

Ms. Helen Milenski, 1651 36th Street, spoke.

Ms. Dawn Trujillo Voss, 256 Canada Way, spoke.

Councilor Sheehey left during discussion at 10:05 pm; rejoined the meeting at 10:06 p.m.

A motion was made by Councilor Maggiore, seconded by Councilor Sheehey, that Council adopt Incorporated County of Los Alamos Resolution No. 18-08, a resolution declaring a Moratorium of sixty (60) days on the Enforcement of or Issuance of Various Notices and Citations of Article II of Chapter 18 and Chapter 16 of the Los Alamos County Code of Ordinances, Except for Violations Immediately Affecting Health, Safety, and Welfare.

After further discussion, Councilor Maggiore withdrew the motion.

A motion was made by Councilor Maggiore, seconded by Councilor Sheehey, that Council adopt Incorporated County of Los Alamos Resolution No. 18-08, a resolution declaring a Moratorium of sixty (60) days on the Enforcement of or Issuance of Various Notices and Citations of Article II of Chapter 18 and Chapter 16 of the Los Alamos County Code of Ordinances, Except for Violations Immediately Affecting Health, Safety, and Welfare with the following changes: in Section 1 should be changed to read: that upon the effective date of this resolution and for a period of 60 days or until such time as the Community Development Advisory Board is appointed and has their first meeting whichever is less, the Community Development Department and code enforcement staff shall not be barred from acting on citizen complaints but shall operate solely based on citizen complaints; further more Section 1 should be expanded to include any complaint received or issuance of a notice or citation prior to the effective date of this resolution shall be excluded from this moratorium. Section 2 we will add at the end of sentence appropriate action will be taken to address any situations involving a perceived increased fire risk and add a new Section 2 upon the lifting of the moratorium as provided in Section 1, any notice of violation or citations under Section 18 Article II shall clearly identify the conditions alleged to be violated and the actions necessary to resolve the alleged violation and the issuance of more than one citation shall not be issued for a single alleged violation of section.

The motion passed with the following vote:

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Reiss, and Councilor Sheehey**

**Absent: 1 - Councilor Chrobocinski**

Councilor O'Leary left after this item, at 10:46 p.m.

**C. Los Alamos County Assessor Valuation and Maintenance Plan**

Mr. Ken Milder, County Assessor, spoke.

Mr. Joaquin Valdez, Chief Deputy Assessor, presented.

Public Comment:

None.

A motion was made by Councilor Maggiore, seconded by Councilor Sheehey, that Council approve the Los Alamos County Assessor Valuation and Maintenance Plan.

The motion passed with the following vote:

**Yes: 5 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor Reiss, and Councilor Sheehey**

**Absent: 2 - Councilor Chrobocinski and Councilor O'Leary**

## **11. COUNCIL BUSINESS**

### **A. Appointments**

None.

### **B. Board, Commission and Committee Liaison Reports**

Councilor Maggiore reported on the Planning and Zoning Board.

### **C. County Manager's Report**

County Manager, Harry Burgess, provided a detailed response regarding the drone that Community Development Department (CDD) has purchased to address safety concerns when staff conducts inspections and the intent to develop a policy for its use.

### **D. Council Chair Report**

None.

### **E. General Council Business**

None.

### **F. Approval of Councilor Expenses**

None.

### **G. Preview of Upcoming Agenda Items**

None.

## **12. COUNCILOR COMMENTS**

None.

## **13. PUBLIC COMMENT**

Ms. Coen Schamaun, 538 Paul Place, spoke regarding drones.



**14. ADJOURNMENT**

The meeting adjourned at 11:22 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

---

David Izraelevitz, Council Chair

Attest:

---

Naomi D. Maestas, County Clerk

Meeting Transcribed by: Francella M. Montoya, Senior Deputy Clerk



SAVANNAH M. ADAMS  
APRIL 6, 2018  
ADAMS+CROW LAW FIRM  
1000 CENTRAL AVENUE, SUITE 340  
LOS ALAMOS, NM 87544  
PHONE: 505.582.2819  
FAX: 505.212.0439

## MEMORANDUM

**DATE:** APRIL 3, 2018

**TO:** THE COUNCIL OF THE INCORPORATED COUNTY OF LOS ALAMOS  
1000 CENTRAL AVENUE, SUITE 340  
LOS ALAMOS, NEW MEXICO 87544

**FROM:** SAMANTHA M. ADAMS  
BILLY J. JIMENEZ  
ADAMS+CROW LAW FIRM

**SUBJECT:** PROPOSED SCOPE OF INVESTIGATION  
REGIONAL COALITION OF LANL COMMUNITIES

### I. INTRODUCTION

The Incorporated County of Los Alamos ("County"), by and through the County Council ("Council"), has asked the ADAMS+CROW LAW FIRM to perform an independent investigation into certain allegations of improper expenses and reimbursements related to the Regional Coalition of LANL Communities ("RCLC"). These allegations were first raised in a "Request for Ethics Investigation" filed or released by County Councilor Susan O'Leary and Councilor James Chrobocinski on February 28, 2018 ("Ethics Complaint")<sup>1</sup>. The Ethics Complaint was made pursuant to Section 30-15<sup>2</sup> of the County Code of Ordinances and specifically listed five (5) issues of investigation related to the County and RCLC. On March 6, 2018, the Council authorized an independent investigation to address the issues

<sup>1</sup> See <https://ladailypost.com/content/chrobocinski-o%E2%80%99leary-call-ethics-investigation>.

<sup>2</sup> Sec. 30-15. - Complaint; investigation. "Complaints; filing and initial action. Any person may file a complaint alleging a violation of this article by a public official. Such complaint shall be in writing. The complaint shall be filed with the human resources manager who shall maintain the confidentiality of the complaint and the identity of the complainant, and who shall investigate the matter promptly. The human resources manager may refer the matter to the county attorney or a private investigator as appropriate."

**Los Alamos County Council**  
**Regular Session**

**April 3, 2018**  
**Item 5.E.**

ADAMS+CROW LAW FIRM + PHONE 505.582.2819

+FAX 505.212.0439

+ WEBSITE ADAMSCROWLAW.COM

+ 5051 JOURNAL CENTER BLVD NE

+SUITE 320

ALBUQUERQUE, NM 87109

raised in the Ethics Complaint. At that same meeting, the Council resolved to revisit the scope of investigation during the April 3 regular Council Meeting. The scope of investigation proposed in this memorandum is aimed at addressing those enumerated items within the Ethics Complaint.

From our current understanding, the Ethics Complaint pertains to a review performed by the County concerning expenditures and reimbursements related to the RCLC. This review was summarized in a memo dated February 21, 2018, from Helen Perraglio (CFO) to Harry Burgess (County Manager) ("Memo"). To define the proposed scope of investigation below, we examined the Memo and related publicly available documents, and conducted interviews with the County Councilors<sup>3</sup> and County administration, including County Manager Harry Burgess, Deputy County Manager Steve Lynn, and County CFO Helen Perraglio.

## **II. PROPOSED SCOPE OF INVESTIGATION**

### **1. ETHICS COMPLAINT ITEM #1**

**"Los Alamos County memo "Regional Coalition of LANL Communities (RCLC) Review," dated February 21, 2018 ("Memo") identifies serious expense charge improprieties by the RCLC, which may include improper gifts of meals, sporting event tickets, and alcohol provided to officials of Los Alamos County and others. The investigation should determine the nature and extent of any improper items of value or prohibited items accepted by current or former elected or appointed officials of Los Alamos County."**

#### **A+C PROPOSED SCOPE**

**a. Option 1 Inquiry** – Inquiry into County employees and officials who specifically participated in RCLC-related travel or activities during the entire period of RCLC's existence (2011-2018). Specifically, this would include review of the following:

1. The Memo, travel vouchers, expense reports, and supporting documentation related to any County employees or officials who participated in RCLC-related travel or activities to determine if any gifts, meals or item of value were accepted in violation of the County Code of Conduct.

---

<sup>3</sup> Councilor James Chrobocinski declined to be interviewed.

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**



2. Individual interviews of and/or surveys issued to employees and officials who participated in RCLC-related travel or activities to ascertain if any impermissible gifts, meals or items of value were accepted in violation of the County Code of Conduct.

3. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Los Alamos County Code of Conduct (Sec. 30), and applicable legal precedent.

**b. Option 2 Inquiry** – Inquiry into County employees and officials who specifically participated in RCLC-related travel or activities from 2016-2018. Specifically, this would include review of the following:

1. The Memo, travel vouchers, expense reports, and supporting documentation related to any County employees or officials who participated in RCLC-related travel or activities to determine if any gifts, meals or item of value were accepted in violation of the County Code of Conduct.

2. Individual interviews of employees and officials who participated in RCLC-related travel or activities (from 2016-2018) to ascertain if any impermissible gifts, meals or items of value were accepted.

3. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Los Alamos County Code of Conduct (Sec. 30), and applicable legal precedent.

**2. ETHICS COMPLAINT ITEM #2**

**“The investigation should determine whether any current or former elected or appointed officials of Los Alamos County double billed taxpayers by accepting meals paid for by RCLC while also claiming per diem reimbursement for meals expensed [sic] from the RCLC, Los Alamos County, or any other governmental funding source.”**

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**

## **A+C PROPOSED SCOPE**

a. **Option 1 Inquiry** – Inquiry into expense reports from and reimbursements issued to County employees and officials who specifically participated in RCLC-related travel or activities during the entire period of RCLC's existence (2011-2018). Specifically, this would include review of the following:

1. The Memo, travel vouchers, expense reports, and supporting documentation related to any County employees or officials who participated in RCLC-related travel or activities.
2. Individual interviews of and/or surveys issued to employees and officials who participated in RCLC-related travel or activities to ascertain if meals and travel expenses were incurred by RCLC, or any other third-party funding source, and then double-reimbursed to an employee or official through County funds.
3. Reimbursement documents and possibly RCLC expense records to determine what travel expenses were reimbursed through RCLC.
4. Individual interviews with the County Manager's Office, Chief Financial Officer, and Accounting Staff who worked with RCLC from 2011-2018.
5. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Per Diem and Mileage Act (NMSA 1978, §§10-8-1 to -8), Los Alamos County Code of Conduct (Sec. 30), use of public funds principles, and applicable legal precedent.

b. **Option 2 Inquiry** – Inquiry into expense reports from and reimbursements issued to County employees and officials who specifically participated in RCLC-related travel or activities from 2016-2018. Specifically, this would include review of the following:

1. The Memo, travel vouchers, expense reports, and supporting documentation related to any County employees or officials who participated in RCLC-related travel or activities.
2. Individual interviews of and/or surveys issued to employees and officials who participated in RCLC-related travel or activities to ascertain if meals and travel expenses were incurred by RCLC, or any other third-party funding source, and then double-reimbursed to an employee or official through County funds.

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**



3. Reimbursement documents and possibly RCLC expense records to determine what travel expenses were reimbursed through RCLC.

4. Individual interviews with the County Manger's Office, Chief Financial Officer, and Accounting Staff who worked with RCLC from 2016-2018.

5. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Per Diem and Mileage Act (NMSA 1978, §§10-8-1 to -8), Los Alamos County Code of Conduct (Sec. 30), use of public funds principles, and applicable legal precedent.

### **3. ETHICS COMPLAINT ITEM #3**

**"The investigation should determine whether any current or former elected or appointed official acting on behalf of Los Alamos County as Treasurer of the RCLC or otherwise signed approval of improper expenses incurred by RCLC."**

#### **A+C PROPOSED SCOPE**

**a. Option 1 Inquiry** – Inquiry into County employees and officials who, while acting in the capacity as fiscal agent for RCLC, administered RCLC-related reimbursements during the entire period of RCLC's existence (2011-2018). Specifically, this would include review of the following:

1. Travel vouchers, expense reports and supporting documentation related to RCLC-related travel or activities.

2. RCLC expenditures, contracts and procurement, to the extent administered by the County as Fiscal Agent or by any County employee or official.

3. Individual interviews with the County Manger's Office, Chief Financial Officer, and Accounting Staff who worked with RCLC from 2011-2018.

4. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Per Diem and Mileage Act (NMSA 1978, §§10-8-1 to -8), Procurement Code (NMSA 1978, §§13-1-1 to -199), Audit Act (NMSA 1978, §§12-6-1 to -14), Anti-donation Clause of New Mexico Constitution (Art. IX, Sec. 14), Los Alamos County Code of Conduct (Sec. 30), use of public funds principles, and applicable legal precedent.

**b. Option 2 Inquiry** – Inquiry into County employees and officials who, while acting in the capacity as fiscal agent for RCLC, administered RCLC-related reimbursements from 2016-2018. Specifically, this would include review of the following:

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**

1. Travel vouchers, expense reports, and supporting documentation related to RCLC-related travel or activities.
2. RCLC expenditures, contracts and procurement, to the extent administered by the County as Fiscal Agent or by any County employee or official.
3. Individual interviews with the County Manager's Office, Chief Financial Officer, and Accounting Staff who worked with RCLC from 2016-2018.
4. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Per Diem and Mileage Act (NMSA 1978, §§10-8-1 to -8), Procurement Code (NMSA 1978, §§13-1-1 to -199), Audit Act (NMSA 1978, §§12-6-1 to -14), Anti-donation Clause of New Mexico Constitution (Art. IX, Sec. 14), Los Alamos County Code of Conduct (Sec. 30), use of public funds principles, and applicable legal precedent.

#### **4. ETHICS COMPLAINT ITEM #4**

"It appears from the original audit, from emails sent by elected and appointed Los County Officials, and from media reports that several members of the Los Alamos County Council and County Staff were intimately aware of the severity and extent of the allegations of impropriety at the RCLC, yet these improprieties have not been disclosed to the full County Council or the public by these officials by either publishing the audit report, by report of the Council RCLC Liaison, by report of the Council Chair, or by report of the County Manager; although ample opportunities to do so have come and gone. The communications that have been forwarded to the full County Council by officials in emails have been misleading or incomplete. The full County Council and the citizens of Los Alamos County should not have to learn about this situation piecemeal, through the media. The investigation should consider whether the communications of Los Alamos County officials in this matter have been intentionally misleading with the purpose of concealing misconduct."

#### **A+C PROPOSED SCOPE**

a. **Option 1 Inquiry** – Inquiry into County employees and officials who may have intentionally withheld knowledge of alleged RCLC improprieties during the 2017-2018 timeframe. Specifically, this would include review of the following:

1. Correspondence of County employees or officials regarding alleged RCLC-related improprieties in 2017-2018.

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**



2. Individual interviews of any such employees and officials regarding alleged RCLC-related improprieties in 2017-2018.

3. Review of meetings and minutes from Council and Council Sub-Committee meetings to ascertain the customary scope of information usually disclosed by individuals serving in positions appointed by the County Council.

4. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Los Alamos County Code of Conduct (Sec. 30), County Council Procedural Rules (2017), and applicable legal precedent.

**b. Option 2 Inquiry** – Inquiry into County employees and officials who may have intentionally withheld knowledge of alleged RCLC improprieties during the 2017-2018 timeframe. Specifically, this would include review of the following:

1. Correspondence of County employees or officials regarding alleged RCLC-related improprieties in 2017-2018.

2. Individual interviews of any such employees and officials regarding alleged RCLC-related improprieties in 2017-2018.

3. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Los Alamos County Code of Conduct (Sec. 30), County Council Procedural Rules (2017), and applicable legal precedent.

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**



5. **ETHICS COMPLAINT ITEM #5**

“Finally, the investigation should conduct a review to determine if Los Alamos County internal controls are sufficient to safeguard against similar improprieties or misconduct involving elected or appointed officials of Los Alamos County in cases where Los Alamos County provides funding to groups other than RCLC.”

**A+C PROPOSED SCOPE**

a. **Option 1 Inquiry** – Inquiry into County internal controls and responsibilities assumed as fiscal agent for RCLC and other non-County organizations. Specifically, this would include review of the following<sup>4</sup>:

1. Appropriate administrative practices required by the County when serving as fiscal agent for RCLC or any other non-County Organization.
2. Individual interviews with the County Manager’s Office, Chief Financial Officer, and Accounting Staff to create internal controls and safeguards if needed.
3. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Per Diem and Mileage Act (NMSA 1978, §§10-8-1 to -8), Procurement Code (NMSA 1978, §§13-1-1 to -199), Audit Act (NMSA 1978, §§12-6-1 to -14), Anti-donation Clause of New Mexico Constitution (Art. IX, Sec. 14), Los Alamos County Code of Conduct (Sec. 30), use of public funds principles, and applicable legal precedent.

b. **Option 2 Inquiry** – Inquiry into County internal controls and responsibilities assumed as fiscal agent for RCLC and other non-County organizations. Specifically, this would include review of the following:

1. Appropriate administrative practices required by the County when serving as fiscal agent for RCLC or any other non-County Organization.
2. Compliance with the Governmental Conduct Act (NMSA 1978, §§10-16-1 to -18), Gift Act (NMSA 1978, §§10-16B-1 to -4), Per Diem and Mileage Act (NMSA 1978, §§10-8-1 to -8), Procurement Code (NMSA 1978, §§13-1-1 to -199), Audit Act (NMSA 1978, §§12-

---

<sup>4</sup> We will comply with the State Auditor’s investigation into this matter.

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**

6-1 to -14), Anti-donation Clause of New Mexico Constitution (Art. IX, Sec. 14), Los Alamos County Code of Conduct (Sec. 30), use of public funds principles, and applicable legal precedent.

We are available to discuss the scope of this investigation in more detail at your convenience. If you have any questions, please feel free to contact me at [sam@adamscrow.com](mailto:sam@adamscrow.com) or 505-582-2819 or Billy Jimenez at [billy@adamscrow.com](mailto:billy@adamscrow.com).

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 5.E.**

ADAMS+CROW LAW FIRM + PHONE 505.582.2819

+ FAX 505.212.0439

+ WEBSITE ADAMSCROWLAW.COM

+ 5051 JOURNAL CENTER BLVD NE

+ SUITE 320

ALBUQUERQUE, NM 87109



**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-285**

**A CODE ORDINANCE AMENDING CHAPTER 8 TO ADD AN ARTICLE XV TO  
CREATE A COMMUNITY DEVELOPMENT ADVISORY BOARD**

**WHEREAS**, the Incorporated County of Los Alamos ("County") is a home rule charter municipality, as allowed by N.M. Constitution, Article X, Section 6; and

**WHEREAS**, New Mexico Statutes, Chapter 3, Article 18, authorizes home rule municipalities to regulate, abate, and impose penalties upon persons who create and maintain a public nuisance; and

**WHEREAS**, a public nuisance is defined by State law in NMSA 1978, § 3-8-1, as knowingly creating, performing, or maintaining anything that affects any number of citizens without lawful authority that is injurious to public health, safety, morals or welfare, or interferes with the exercise and enjoyment of public rights, including the right to use public property; and

**WHEREAS**, Chapter 3, Article 21 of New Mexico statutes grants County the authority to zone and regulate land use by code ordinance within its jurisdiction, including the right to regulate or restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land in each zone or district; and

**WHEREAS**, County has enacted code ordinances that regulate the use of land within its jurisdiction, including the regulation of erection, construction, reconstruction, alteration, repair or use of buildings, structures or land in each zone or district; and

**WHEREAS**, such code ordinances are found in Chapter 10 (Buildings and Building Regulations), Chapter 16 (Development Code), and Chapter 18 (Environment) of the Los Alamos County Code of Ordinances ("Code"); and

**WHEREAS**, the County Council ("Council"), as part of its strategic goals in 2016 and 2017, directed the Community Development Department (CDD), through its Code Enforcement Division ("Code Enforcement"), to enhance its property maintenance inspections to remove blight within the County; and

**WHEREAS**, various citizens of the County have voiced concern that such enhanced enforcement of Chapters 10, 16, and 18, have not adequately taken into account the concerns of some affected citizens; and

**WHEREAS**, Council, in an effort to provide maximum public input to the process of Code Enforcement activities, hereby believes that it is in the public's health, safety and welfare to create a citizen board that can receive public input, review enforcement efforts by CDD Code Enforcement, and provide citizen concerns and possible informal resolution to the alleged violation(s) to Council, and provide recommendations to Council on the appropriate application of the Ordinance with regard to enforcement efforts; and

**Los Alamos County Council**  
**Regular Session**  
**April 3, 2018**  
**Item 8.A.**



**WHEREAS**, the board will advise the Council for potential applicable changes to the Ordinance in clarity and content so as to address the needs of the community.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS**, the Los Alamos County Code of Ordinances is hereby amended as follows:

**Section 1.** Article I, Chapter 8, Section 8-4 of the County Code is hereby amended as follows:

**Sec. 8-4. Standing advisory boards or commissions; terms of existence.**

- (a) The following standing boards or commissions are hereby continued or established although not all are governed by the provisions of this chapter: arts in public places board; board of public utilities; ~~Fuller Lodge/historic districts advisory board~~ **historic preservation advisory board**; labor management relations board; library board; lodger's tax advisory board; parks and recreation board; personnel board; planning and zoning commission; environmental sustainability board; transportation board; valuation protests board, variance board, ~~and the youth advisory board~~, **and the community development advisory board**.
- (b) All standing boards and commissions will continue to function indefinitely, unless specifically discontinued by the county council or as otherwise provided by county ordinance. Boards or commissions shall be terminated only by express action of the county council. A board or commission may be assigned more than one task concurrently, but the absence of one or more assigned tasks at any time shall not affect the board or commission's continuing status.

**Section 2.** An Article XV is hereby enacted to be added to Chapter 8 creating the "Community Development Advisory Board" as follows:

**ARTICLE XV. - COMMUNITY DEVELOPMENT ADVISORY BOARD**

**Sec. 8-301. - Purpose.**

A community development advisory board is established in order to make recommendations to County Council regarding the development, implementation, and enforcement of County property maintenance codes within the corporate boundaries of the County.

**Sec. 8-302. - Membership, Terms and Qualifications.**

The community development advisory board shall be composed of five (5) citizens with an attempt to provide equal representation from both the Los Alamos townsite and the White Rock community. No board member shall be appointed that is an employee of the County, either as staff or by contractor. Members shall be appointed by the County Council



for staggered terms of three (3) years. Two (2) initial appointments shall expire after one (1) year. The determination of which initial expiring appointments will be decided by the Council Chairperson at the time of appointment. Vacant board positions will be appointed by the County Council. The remaining three (3) members on the board will expire their term after two (2) years and rotation of appointments shall continue. Board members can be reappointed for no more than three (3) terms.

**Sec. 8-303. - Duties and Responsibilities.**

The community development advisory board shall serve in an advisory capacity to the County Council and shall have the following functions, responsibilities and duties:

- (1) Making of recommendations to the County Council regarding:
  - a. Policies for the development, implementation and enforcement of County property maintenance codes;
  - b. Recommend possible changes and definitions to the county code relating to CDD and Code Enforcement efforts; and
  - c. Recommend programs and policies for community development with regard to positive outreach activities, such as assistance programs, citizen volunteer groups, and county sponsored clean-up activities.
- (2) Receive and provide citizen input to staff and County Council on ways and means for improving the County's property maintenance and code enforcement program. For this purpose, the community development advisory board shall gather public input in ways appropriate to the circumstances, which may include public meetings dedicated to specific topics.
- (3) Recommend ways to involve and educate the community on property maintenance issues.
- (4) Review all monthly property maintenance code enforcement reports including issued notices of violation and citations and photographic evidence.
- (5) Report to County Council as requested by Council on community development advisory board findings, activities, and recommendations.
- (6) Such other activities, duties and responsibilities related to Community Development Department activities as may be assigned by the County Council.

**Section 3. Severability.** If any section, paragraph, clause or provision of this Code Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of that section, paragraph, clause or provision shall not affect any of the remaining provisions of this Code Ordinance.

**Section 4. Effective Date.** This Code Ordinance shall become effective thirty (30) days after publication of notice of its adoption.

**Section 5. Repealer.** All other ordinances or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**INCORPORATED COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**David Izraelevitz,**  
**Council Chair**

**ATTEST:**

\_\_\_\_\_  
**Naomi D. Maestas,**  
**Los Alamos County Clerk**



# County of Los Alamos

## Staff Report

April 16, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** 1)

**Index (Council Goals):**

**Presenters:** Harry Burgess, County Manager and Steven Lynne, Deputy County Manager

**Legislative File:** 10475-18

---

### **Title**

FY2019 Budget Hearings.

### **Recommended Action**

### **Tentative Approval**

As the Council proceeds through each department, they may choose to indicate initial acceptance of each department when that presentation and discussion is complete. Such initial acceptance is subject to further changes during the budget hearings and during final budget adoption.

**I move that Council tentatively approve the budget for the \_\_\_\_\_ Department as presented (or as amended with the following changes: \_\_\_\_\_)**

### **Budget Adoption**

Council could adopt the budget on April 16, 17, 23, or 24, 2018.

**I move that Council adopt the FY2019 budget in the amount of \$188,769,256 (or amended amount of \$\_\_\_\_\_) as described in Attachment H, Summary of Changes from Proposed to Adopted Budget.**

**I further move that Council approve the following items related to the adoption of the FY2019 budget:**

- 1. Summary of Pension Fund Administrative Costs in Attachment F;**
- 2. FY2019 Long Range Financial Projection in Attachment B;**
- 3. FY2019 Equipment Replacement List in Attachment E; and**
- 4. FY2019 Recurring Grants in Attachment G.**

**I further move that Council approve continuing appropriations in the FY2019 budget for the following items from the FY2018 budget:**

- a) all valid encumbrances outstanding at June 30, 2018;**

- 
- b) all unexpended and unencumbered previously approved project budgets at June 30, 2018;
  - c) all unexpended and unencumbered previously approved Major Facilities Maintenance budgets at June 30, 2018;
  - d) the unexpended and unencumbered previously approved budget for Fire Mitigation; and
  - e) all unexpended and encumbered grant budgets at June 30, 2018 that are permitted to be carried forward by their governing grant agreements.

#### **County Manager's Recommendation**

The County Manager recommends that Council adopt the FY2019 budget.

#### **Body**

#### **BUDGET HEARINGS (and potential budget adoption)**

The FY2019 Budget Hearings are scheduled for Monday, April 16, 2018, Tuesday, April 17, 2018, Monday, April 23, 2018, and Tuesday, April 24, 2018, beginning at 6 p.m. each evening. The proposed budget has been distributed separately, and reference copies are available online at the County's website, at the libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

Each evening will stop at 10 p.m. or earlier. Budget presentations will be made in the order identified on the agenda. After each department presentation and discussion, Council may tentatively approve the department budget. Parking lot items should be held to a minimum and will be resolved prior to the adoption of the budget.

**Public Hearings:** Council will reserve up to the first 30 minutes of each session for public comment on any portion of the proposed budget. Once all comments have been provided, or after this time has expired, budget presentations and discussions will continue.

#### **Introduction, Overview, Budget Summary and Long Range Financial Projection**

The County Manager will present an introduction and overview. The overview will address the high-level goals of the proposed budget. Highlights from the Budget Summary section of the proposed budget (pages 26-54) will be presented by Steven Lynne, Deputy County Manager and Karen Kendall, Budget & Performance Manager.

#### **Elected Officials - County Assessor, County Clerk, Probate Judge, Municipal Court, County Sheriff**

These elected officials will provide an overview of their departments.

#### **General County Operating Budgets**

Department Directors will provide an overview of individual departmental highlights.

#### **Joint Utilities Fund Budget**

The Utilities Manager will present the Utilities Department Budget.

#### **Parking Lot - Outstanding / Unresolved Items and Budget Options**

Any changes made or direction received during the budget hearings will be incorporated into the



---

proposed budget. Attachment H, Summary of changes from proposed to adopted will be updated as Council makes changes.

### **Summary of Pension Fund Administrative Costs**

Although the expenses of the Pension Plan are passed on to the plan participants, the County Council, as the Plan Sponsor, has routinely established and approved an administrative budget for the Pension Fund to provide system controls over these payments. Because this is a trust fund, the administrative costs are not a formal part of the County's budget. See Attachment F.

### **FY2019 Long Range Financial Projection**

The attached Long Range Financial Projection (Attachment B) is presented here. The County's financial policies require Council approval of the projection which indicates Council's long-range financial policy direction.

### **FY2019 Equipment Replacement List**

Approval of this list (Attachment E) at this point in time will eliminate the need for additional formal Council action for routine replacement of vehicles at a later date.

### **Recurring Grants**

Each year departments are required to notify Council of their intent to apply for recurring grants. Attachment G is a list of the recurring grants and estimated amounts for FY2019. This will eliminate the need for additional formal Council action at a later date unless actual received amounts are different than originally budgeted. If that is the case, these routine adjustments will be lumped together and brought before Council during mid-year budget revisions.

### **Continuing Appropriations**

In addition to adoption of the budget, carryover of certain current year budget items are presented at this time because of their routine nature. There are six basic categories for these appropriations, five of which are proposed for consideration at this time:

- a. Encumbrances - commitments to purchase, but for which delivery of goods or services has not yet been made and associated payments will cross fiscal years.
- b. Unexpended and unencumbered project budgets - project budgets that Council has previously, specifically approved such as CIP or other projects.
- c. Unexpended and unencumbered budget that Council has previously approved for Major Facilities Maintenance (MFM).
- d. Unexpended and unencumbered previously approved budget for Fire Mitigation;
- e. Unexpended and unencumbered grant budgets for programs that extend over fiscal years.
- f. (To be considered with the closing of the FY2018 financial records in August / September as specific items are identified.) Other unexpended and unencumbered project budgets or capital purchases, evaluated individually, that satisfy the following criteria:

- 
- The project, type of project, or item was included in the original FY2018 budget; or
  - It must have been identified during the FY2019 budget development process as a capital item more appropriately spent from the FY2018 budget (for example, certain hardware replacements).

### **Alternatives**

Council may amend the proposed budget. The State requires that the governing body adopt its budget each year with requests due by June 1. State statute does not allow for an extension to this deadline.

### **Fiscal and Staff Impact/Planned Item**

See the FY2019 Proposed Budget and accompanying Budget Options

### **Attachments**

A - FY2019 Proposed Budget - The complete FY2019 proposed budget was distributed separately. Reference copies are available on line at the County's web site, at the libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

B - FY2019 Long Range Financial Projection

C - Department and Elected Officials Presentation Slides

D - Budget Options for FY2019

E - FY2019 Equipment Replacement List

F - FY2019 Pension Administrative Costs

G - FY2019 Recurring Grants List

H - FY2019 Summary of changes from proposed to adopted

## Attachment A

FY2019 Proposed Budget – The complete FY2019 proposed budget was distributed separately. Reference copies are available online at the County's website, at both public libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

URL for proposed budget:

[http://www.losalamosnm.us/government/departments/administrative\\_services/finance\\_budget/reports\\_and\\_budgets/](http://www.losalamosnm.us/government/departments/administrative_services/finance_budget/reports_and_budgets/)

URL link for proposed budget:

[http://www.losalamosnm.us/government/departments/administrative\\_services/finance\\_budget/reports\\_and\\_budgets/](http://www.losalamosnm.us/government/departments/administrative_services/finance_budget/reports_and_budgets/)

# LONG RANGE FINANCIAL PROJECTION

This Long Range Financial Projection (LRFP) is prepared in accordance with Financial Policies Section IX, Long Range Financial Projection. The purpose is to provide a longer-term context for the biennial budget, to clarify and illustrate Council's long-range financial policy direction, and to integrate the estimated long-term operating impacts from capital projects into the operating budget projections.

The focus of the LRFP is on the general governmental operations of the County. The Joint Utilities and other proprietary funds are excluded from this analysis.

## **Baseline Scenario**

The key assumptions built into the baseline LRFP are the following:

### Revenue Assumptions:

1. Charges for services, franchise taxes and interfund/interdepartmental charges are estimated using a simple forecast based upon past history. The primary assumptions for each of these lines was that the specific mix of revenues would remain stable over time and that there were no significant plans or other revenue interrelationships that would require a more refined projection model. The projection does include \$50,000 of new charges for services, beginning in FY2020 associated with the anticipated opening of the Kiddie Pool. Corresponding new operating expenses are also included (see note below).
2. Grants – The detail for FY2018 was reviewed and those items that were one time in nature or declining were reduced in future years. The base estimate for expected recurring revenues in the General fund is \$926,049 in FY2019. In subsequent years this amount is inflated annually at a rate of 3%.
3. Land Sales – The County has future plans that would involve sale of County land parcels. Land sales revenue totaling approximately \$5.3 million is included in the CIP Fund over FYs 2019 – 2020. There parcels include 20th St., A-13&12, and A-8. Any land sales will be subject to future development plans and subject to Council approval.
4. GRT revenue – The two primary sources of input for GRT revenue projections are the federal budget projections and input from LANL regarding projected spending. While the first input drives the other, it is the spending that actually generates GRT.

As previously noted, the M&O contract at LANL is currently under procurement. The projection below assumes that the new contract is for-profit. Should that assumption be incorrect and a non-profit be awarded the contract, the projection would be approximately 50% lower.

The GRT revenues are estimated to change as follows (in \$millions):

(in \$millions)												
Actual 2016	Actual 2017	Projected										
		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
45	41	45	45	47	47	47	48	48	49	50	51	52
%Change	-8.0%	8.4%	1.5%	3.0%	0.2%	0.7%	1.7%	0.7%	1.7%	1.7%	1.7%	1.7%

# LONG RANGE FINANCIAL PROJECTION

There has been a significant amount of volatility in GRT and therefore the County is taking a conservative approach to budgeting this revenue source into the future. GRT revenues are projected to increase by 1.5% over projected revenues for 2018.

5. The average annual valuation increases are estimated to be 3%.
6. If not specifically addressed, revenues are projected to follow either historical trends or historical averages.

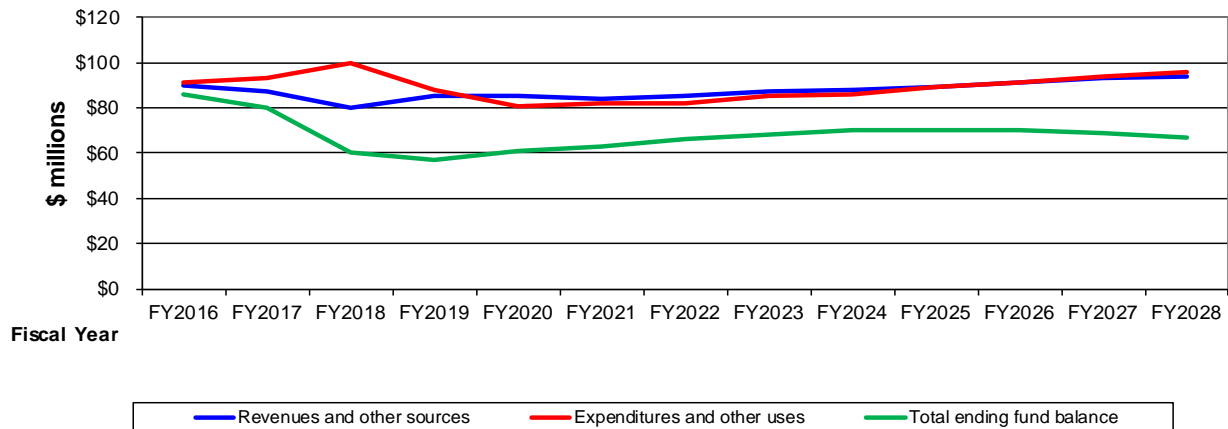
## Operating Expenditure Assumptions:

1. In FY2021 and beyond, General Fund Expenditures are estimated to inflate annually at an average of 3%.
2. Expenditures in other special revenue funds inflate at varying rate of 1% to 3% annually.
3. In FY2020 and beyond, \$425,000 annually is estimated for Economic Development operational expenses to be paid from the General Fund as the Economic Development fund will be out of fund balance and has no identified revenue stream. An additional \$50,000 is also programmed into the Lodgers' Tax Fund in FY2020 for similar programs.
4. In FY2020, \$370,000 million in new operating expenses has been added to the General Fund for CIP project operating costs. This is offset by a planned decrease in debt service expense for the GRT revenue bonds in the General Fund of \$1.7 million and by the new charges for services noted earlier.

# LONG RANGE FINANCIAL PROJECTION

The following table and graph illustrate the projected outcomes.

Governmental Activities Summary (in \$ millions)													
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Total beginning fund balance	\$ 87	86	80	60	57	61	63	66	68	70	70	70	69
Revenues and other sources	90	87	80	85	85	84	85	87	88	89	91	93	94
Expenditures and other uses	(91)	(93)	(100)	(88)	(81)	(82)	(82)	(85)	(86)	(89)	(91)	(94)	(96)
Total ending fund balance	86	80	60	57	61	63	66	68	70	70	70	69	67



It should be noted that the projected fund balance growth is primarily due to projected growth in the CIP and CIP Permanent Funds.

## Financial Risks and Mitigation Strategies

The most significant risk inherent in this LRFP is that projected GRT tax revenue from LANL decreases substantially (either the tax status of the contractor changes and/or the nature and size of LANL operations changes, and/or State tax law changes unfavorably).

The Council has endorsed a regional strategy to pursue State legislative changes that could help alleviate the risk associated with the tax status of the LANL contractor changing in future years. In addition, a basic tenet of the County's ongoing budget development processes is to find efficiencies where possible, realign personnel with changing operations, and eliminate vacant positions when possible, thereby reducing recurring operating costs.

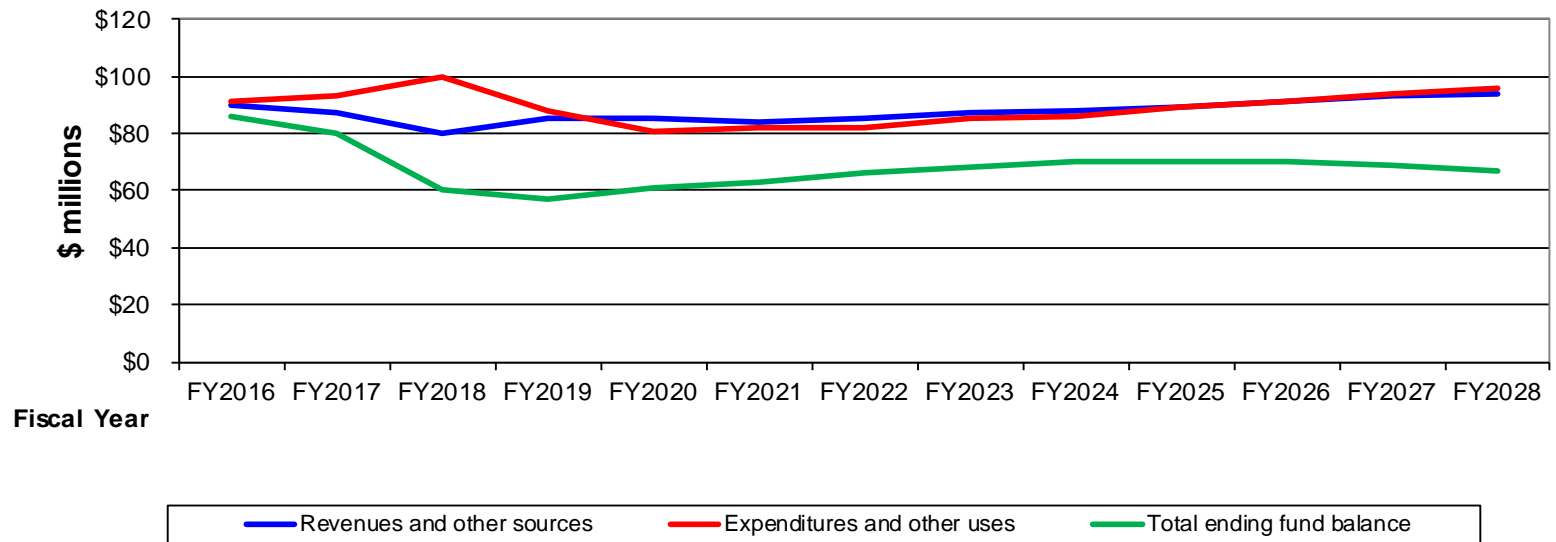
## SUMMARY

The purpose of the LRFP is to illustrate the potential long-term impacts of operating and capital plans from a comprehensive perspective. The Capital Improvement Program, implemented as a whole and based upon the stated assumptions, is projected to generate positive economic benefit and to improve the quality of life for the community, although there are risks that will need to be managed carefully. It also projects that some additional capacity for other projects will be available over the long-term.

## LONG RANGE FINANCIAL PROJECTION

### Governmental Activities Summary (in \$ millions)

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>
Total beginning fund balance	\$ 87	86	80	60	57	61	63	66	68	70	70	70	69
Revenues and other sources	90	87	80	85	85	84	85	87	88	89	91	93	94
Expenditures and other uses	(91)	(93)	(100)	(88)	(81)	(82)	(82)	(85)	(86)	(89)	(91)	(94)	(96)
Total ending fund balance	86	80	60	57	61	63	66	68	70	70	70	69	67



**GENERAL FUND LONG RANGE PROJECTION BUDGET SUMMARY**

	<u>2019</u> Proposed	<u>2020</u> Projected	<u>2021</u> Projected	<u>2022</u> Projected	<u>2023</u> Projected	<u>2024</u> Projected	<u>2025</u> Projected	<u>2026</u> Projected	<u>2027</u> Projected	<u>2028</u> Projected
<b>Beginning fund balance:</b>										
Nonspendable	1,551,437	1,601,437	1,655,891	1,670,982	1,686,224	1,701,619	1,717,168	1,732,871	1,748,732	1,764,751
Restricted for Cash Requirements	4,445,285	4,301,713	4,453,453	4,900,652	5,037,768	5,178,785	5,324,201	5,473,933	5,628,230	5,787,175
Other Restricted/Assigned	1,773,670	773,670	1,075,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Revenue Stabilization	0	0	0	0	0	0	0	0	0	0
Unassigned	14,274,646	15,577,093	16,876,128	17,343,678	17,701,911	17,085,090	15,952,966	13,689,372	11,183,305	7,393,432
<b>Total beginning fund balance</b>	<b>22,045,038</b>	<b>22,253,913</b>	<b>24,060,471</b>	<b>24,915,312</b>	<b>25,425,903</b>	<b>24,965,494</b>	<b>23,994,335</b>	<b>21,896,176</b>	<b>19,560,267</b>	<b>15,945,358</b>
<b>Revenues:</b>										
Gross Receipts Taxes	40,988,000	42,215,000	42,301,000	42,611,000	43,328,000	43,632,000	44,377,000	45,129,000	45,900,000	46,687,000
Property Taxes	7,142,776	7,357,000	7,578,000	7,805,000	8,039,000	8,280,000	8,528,000	8,784,000	9,048,000	9,319,000
Interdepartmental charges	6,994,640	7,205,000	7,421,000	7,644,000	7,873,000	8,109,000	8,352,000	8,603,000	8,861,000	9,127,000
User Charges	2,260,970	2,377,000	2,448,000	2,521,000	2,597,000	2,675,000	2,755,000	2,838,000	2,923,000	3,011,000
Investment income	1,471,576	1,303,887	1,684,000	1,744,000	1,780,000	1,748,000	1,680,000	1,533,000	1,369,000	1,116,000
Grants	926,049	937,049	965,000	994,000	1,024,000	1,055,000	1,087,000	1,120,000	1,154,000	1,189,000
Other	1,361,314	1,368,554	1,410,000	1,452,000	1,496,000	1,541,000	1,587,000	1,635,000	1,684,000	1,735,000
<b>Revenues:</b>	<b>61,145,325</b>	<b>62,763,490</b>	<b>63,807,000</b>	<b>64,771,000</b>	<b>66,137,000</b>	<b>67,040,000</b>	<b>68,366,000</b>	<b>69,642,000</b>	<b>70,939,000</b>	<b>72,184,000</b>
<b>Transfers from other funds</b>	<b>2,555,860</b>	<b>2,631,868</b>	<b>2,691,000</b>	<b>2,723,000</b>	<b>2,772,000</b>	<b>2,804,000</b>	<b>2,855,000</b>	<b>2,906,000</b>	<b>2,959,000</b>	<b>3,012,000</b>
<b>Total sources of funds</b>	<b>85,746,223</b>	<b>87,649,271</b>	<b>90,558,471</b>	<b>92,409,312</b>	<b>94,334,903</b>	<b>94,809,494</b>	<b>95,215,335</b>	<b>94,444,176</b>	<b>93,458,267</b>	<b>91,141,358</b>
<b>Expenditures:</b>										
	2019	2020	2021	2022	2022	2022	2022	2022	2022	2022
County Council	419,546	419,546	432,000	445,000	458,000	472,000	486,000	501,000	516,000	531,000
Municipal Court	522,517	536,976	553,000	570,000	587,000	605,000	623,000	642,000	661,000	681,000
County Manager	3,540,784	4,466,258	4,600,000	4,738,000	4,880,000	5,026,000	5,177,000	5,332,000	5,492,000	5,657,000
County Assessor	407,201	409,481	422,000	435,000	448,000	461,000	475,000	489,000	504,000	519,000
County Attorney	703,539	705,414	727,000	749,000	771,000	794,000	818,000	843,000	868,000	894,000
County Clerk	568,528	571,376	589,000	607,000	625,000	644,000	663,000	683,000	703,000	724,000
Probate Court	5,906	5,906	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
County Sheriff	15,510	15,510	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
Community Development	1,878,307	1,887,989	1,945,000	2,003,000	2,063,000	2,125,000	2,189,000	2,255,000	2,323,000	2,393,000
Administrative Services	7,469,690	7,527,491	7,753,000	7,986,000	8,226,000	8,473,000	8,727,000	8,989,000	9,259,000	9,537,000
Community Services	10,582,995	11,130,324	11,464,000	11,808,000	12,162,000	12,527,000	12,903,000	13,290,000	13,689,000	14,100,000
Fire	5,207,149	5,207,149	5,363,000	5,524,000	5,690,000	5,861,000	6,037,000	6,218,000	6,405,000	6,597,000
Police	8,601,047	8,642,167	8,901,000	9,168,000	9,443,000	9,726,000	10,018,000	10,319,000	10,629,000	10,948,000
Public Works	11,697,841	11,915,843	12,273,000	12,641,000	13,020,000	13,411,000	13,813,000	14,227,000	14,654,000	15,094,000
<b>Expenditures</b>	<b>51,620,560</b>	<b>53,441,430</b>	<b>55,044,000</b>	<b>56,696,000</b>	<b>58,395,000</b>	<b>60,147,000</b>	<b>61,951,000</b>	<b>63,810,000</b>	<b>65,725,000</b>	<b>67,697,000</b>
<b>Transfers to other funds</b>	<b>11,871,750</b>	<b>10,147,370</b>	<b>10,599,159</b>	<b>10,287,409</b>	<b>10,974,409</b>	<b>10,668,159</b>	<b>11,368,159</b>	<b>11,073,909</b>	<b>11,787,909</b>	<b>11,503,628</b>
<b>Ending fund balance:</b>										
Nonspendable	1,601,437	1,655,891	1,670,982	1,686,224	1,701,619	1,717,168	1,732,871	1,748,732	1,764,751	1,780,931
Restricted for Cash Requirements	4,301,713	4,453,453	4,900,652	5,037,768	5,178,785	5,324,201	5,473,933	5,628,230	5,787,175	5,950,851
Other Restricted/Assigned	773,670	1,075,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Unassigned	15,577,093	16,876,128	17,343,678	17,701,911	17,085,090	15,952,966	13,689,372	11,183,305	7,393,432	3,208,948
<b>Total ending fund balance</b>	<b>22,253,913</b>	<b>24,060,471</b>	<b>24,915,312</b>	<b>25,425,903</b>	<b>24,965,494</b>	<b>23,994,335</b>	<b>21,896,176</b>	<b>19,560,267</b>	<b>15,945,358</b>	<b>11,940,730</b>
<b>Total uses of funds</b>	<b>85,746,223</b>	<b>87,649,271</b>	<b>90,558,471</b>	<b>92,409,312</b>	<b>94,334,903</b>	<b>94,809,494</b>	<b>95,215,335</b>	<b>94,444,176</b>	<b>93,458,267</b>	<b>91,141,358</b>
<b>Operating Surplus / (Shortfall)</b>	<b>208,875</b>	<b>1,806,558</b>	<b>854,841</b>	<b>510,591</b>	<b>(460,409)</b>	<b>(971,159)</b>	<b>(2,098,159)</b>	<b>(2,335,909)</b>	<b>(3,614,909)</b>	<b>(4,004,628)</b>
Unassigned as a % of Revenue	25.48%	26.89%	27.18%	27.33%	25.83%	23.80%	20.02%	16.06%	10.42%	4.45%
Unassigned Target (20% of Rev)	12,229,065	12,552,698	12,761,400	12,954,200	13,227,400	13,408,000	13,673,200	13,928,400	14,187,800	14,436,800
\$ over (under) target	3,348,028	4,323,430	4,582,278	4,747,711	3,857,690	2,544,966	16,172	(2,745,095)	(6,794,368)	(11,227,852)



# County Council

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Type:</b>						
Salaries	77,344	78,059	79,902	79,902	0%	79,902
Benefits	15,018	15,555	15,925	15,925	0%	15,925
Contractual services	92,218	80,412	161,000	161,000	0%	161,000
Other services	123,556	127,281	143,000	142,966	0%	142,966
Materials / supplies	15,442	17,315	18,000	18,000	0%	18,000
Interfund charges	1,401	1,602	1,719	1,753	2%	1,753
	<u>324,979</u>	<u>320,224</u>	<u>419,546</u>	<u>419,546</u>	0%	<u>419,546</u>
<b>FTE Summary:</b>						
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0%	7.00

- FY2019 Budget remains flat with the FY2018 Adopted Budget.

# Municipal Court

## Significant Accomplishments

1. The Los Alamos Municipal Probation Program has completely automated their case files. This has allowed for quick access, timely reports to the Municipal Judge, Magistrate Judge, District Judges and the police department. We are also able to follow up with defendants requirements efficiently. This has allowed for an audit of total number of defendants on supervision and what level of supervision. The probation program has implemented a status update report on a monthly basis to the jurisdiction providing information on each defendant under supervision.
2. The Los Alamos Municipal Probation Program successfully maintained the ADE requirements of Department of Finance Administrations LDWI program with zero infractions.
3. The Los Alamos Municipal Probation Program has implement a pre-trial release program which helps the supervision of defendants once the defendant is released from jail until their trial date. Additionally, this upholds the integrity of the Judiciary and aids in the protection of the community.
4. Los Alamos Municipal Court has added the ability to offer community service as an option for defendants to reduce their financial obligations on a sliding scale.
5. Los Alamos Municipal Court and the Police department worked together in creating an interface between the EIS and Fullcourt which has eliminated double entry of citations and has reduced data entry errors. The back log of written warnings is no longer a concern.
6. Los Alamos Teen Court with LDWI funds and a collaborative effort with JJAB and the Los Alamos Public schools was able to implement a life skills class “grow your mind” at the Los Alamos High schools for all high school age kids. The class is made up of four blocks: decision making, coping with anxiety, communication, and resolving conflict. In addition, each one of these classes not only has a broad overview there is an alcohol and substance abuse component.

# Municipal Court

## Budget Highlights

- The Municipal Court goals and budget for FY2019 will continue to offer the community optimal customer service with fair, efficient and impartial resolution of all matters brought before the Municipal Court.
- The Court will continue to support the community with Probation and Pretrial programs which assist the Municipal, Magistrate and District Courts with reducing jail expenses by offering Electronic Monitoring, Alcohol Monitoring, and Drug Testing.
- Staff will continue with the review and update of Court Policies and Procedures.
- Staff will begin the implementation of a paperless court process and enhance Court security.

# Municipal Court

## Budget Highlights

As directed by Council last year, we did not include the 0.5 FTE limited term position which provides probation database support. This position was successful in automating the probation records. As a result, information on probationers is readily available to the Probation Officer, all courts and the Police Department.

Council requested that we return this year, if this position was still needed for reauthorization of the position. We have determined that this position is still needed to enhance the Probation Office services and to free up the Probation Officer's time spent directly with probationers.

If this request is granted, an additional \$19,272 in salaries and \$5,352 in benefits for a total of \$24,624 will be needed which still keeps Municipal Court budget below the FY2018 adopted budget.

- Received training on probation module
- Implemented probation computer module and updated over 200 cases
- Consolidated on a monthly basis 300+ probation status meetings and complies report for Judges
- Updates on a monthly basis current probationers and individuals on pretrial supervision to Judges and Police Department
- Allows probation officer additional time to monitor and verify completion of sanctions of probationers

\*Gap in access to services: an increasing need is accruing when individuals sentenced to jail or treatment have a delay in access to services; this is caused by a lack of case management and a lack of service providers dealing with drug and alcohol addiction and behavioral health issues.

**Suggested Motion:** I move that Council reauthorize an additional 0.5 FTE for Municipal Court and tentatively approve their budget at \$574,516.

# Municipal Court

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Fund:</b>						
General Fund	441,769	463,525	563,275	522,517	(7%)	536,976
Bench Warrant Sub-Fund	18,716	17,092	20,557	27,375	33%	27,637
	<u>460,485</u>	<u>480,617</u>	<u>583,832</u>	<u>549,892</u>	(6%)	<u>564,613</u>
<b>Expenditures by Type:</b>						
Salaries	230,587	249,138	310,991	275,520	(11%)	283,692
Benefits	110,963	117,584	137,055	122,232	(11%)	128,781
Contractual services	66,169	80,082	94,870	110,870	17%	110,870
Other services	15,852	15,576	17,500	17,500	0%	17,500
Materials / supplies	30,229	10,535	15,727	15,727	0%	15,727
Interfund charges	5,356	6,217	6,689	7,043	5%	7,043
Debt / Fiscal Charges	1,329	1,485	1,000	1,000	0%	1,000
	<u>460,485</u>	<u>480,617</u>	<u>583,832</u>	<u>549,892</u>	(6%)	<u>564,613</u>
<b>FTE Summary:</b>						
Regular (full & part time)	4.75	4.75	5.00	4.80	(4%)	4.80
Limited Term	0.00	0.00	0.50	0.00	(100%)	0.00
	<u>4.75</u>	<u>4.75</u>	<u>5.50</u>	<u>4.80</u>	(13%)	<u>4.80</u>

# Municipal Court Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	5	Muni-01	Muni	(Police Ops)	\$28,000	Court Security	Muni Court request for additional contractual services for security. Increase from 1/2 to 3/4 time. Total spent in FY2017 was \$8567 and \$14,762 in FY2017 through March 27th for 1/2 time. This budget item is under the Police Operations.	R	General Fund

# County Manager's Office

## Significant Accomplishments

- Achieved three separate land development agreements (A-9, A-13, A-19), each with a different customer focus (SFR, apartments, and affordable).
- Tourism Strategic Plan delivered by consultant and accepted by Council February 27, 2018.
- Completed development of 20<sup>th</sup> Street infrastructure and RFP for sale of six resultant lots – currently negotiating final sale/development agreements.
- Draft Economic Vitality Action Plan (EVSP) update slated for presentation to Council during May 2018.
- Two LEDA Loans for UbiQD, Inc. (one local, one state) to support and retain a rapidly growing business that is the result of Tech Transfer from LANL.
- Self-Insured Health Care plan renewed with 0% increase in costs.
- Worker's comp modifier decreased from .94 in FY16 to .73 in FY17 to .69 in FY18 for a total budget savings of \$71k/year.
- Continued support for Branding initiative with current efforts focused on education and integration of local citizens/businesses/organizations into the program.

# County Manager's Office

## Budget Highlights

- As with all general fund budgets, attempted to keep budget flat and maintain current programs/initiatives while we await announcement of Lab contractor.
- The majority of the increase in the County Manager “program” is associated with transferring in the ERP Manager position which was previously funded as a capital cost of the PRISM project. Savings in ASD were specifically targeted to offset this increase.
- The increase in Economic Development is related to planned expenditures for repairs to reservoir road and purchases of forest service land (expenses to be shared with utilities), as well as participation with Fly Santa Fe.
- Lodger’s Tax increases reflect the assignment of costs for auditing procedures specific to that fund.
- Given the flat budget scenario, salary increases were only budgeted for CBA-represented personnel where such increases are included in the contract.
- The Budget Options list includes a request for 3% to cover all non-represented salary costs associated with our annual performance review and accompanying plan maintenance.
- Also included in the Budget Options is an estimate for expenditures related to implementation of the Tourism Plan.



# County Manager's Office

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
County Manager	1,278,564	1,002,828	856,006	1,015,172	19%	1,442,753
Progress Through Partnering	586,500	584,999	585,000	585,000	0%	585,000
Economic Development	1,570,861	954,252	3,212,327	3,542,402	10%	1,292,710
Lodgers' Tax	197,768	253,631	225,918	227,662	1%	277,662
Comm & Public Relations	348,200	364,582	383,914	383,914	0%	401,853
Human Resources	1,297,664	1,265,253	1,290,046	1,290,046	0%	1,293,942
Risk Management	9,361,075	9,076,962	10,421,980	10,449,698	0%	10,962,126
	<u>14,640,632</u>	<u>13,502,507</u>	<u>16,975,191</u>	<b>17,493,894</b>	3%	<u>16,256,046</u>
<b>Expenditures by Fund:</b>						
General	3,618,996	3,404,188	3,402,793	3,540,784	4%	4,466,258
Lodgers' Tax	197,768	253,631	225,918	227,662	1%	277,662
Economic Development	1,462,793	767,726	2,924,500	3,275,750	12%	550,000
Risk Management	9,361,075	9,076,962	10,421,980	10,449,698	0%	10,962,126
	<u>14,640,632</u>	<u>13,502,507</u>	<u>16,975,191</u>	<b>17,493,894</b>	3%	<u>16,256,046</u>
<b>FTE Summary:</b>						
Regular (full & part time)	23.00	23.00	22.00	<b>22.00</b>	0%	22.00
<b>FTEs By Program:</b>						
County Manager	6.00	6.00	5.00	5.00	0%	5.00
Economic Development	2.00	2.00	2.00	2.00	0%	2.00
Comm & Public Relations	3.00	3.00	3.00	3.00	0%	3.00
Human Resources	10.00	10.00	10.00	10.00	0%	10.00
Risk Management	2.00	2.00	2.00	2.00	0%	2.00
	<u>23.00</u>	<u>23.00</u>	<u>22.00</u>	<b>22.00</b>	0%	<u>22.00</u>

# County Manager's Office

## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	1	CMO-01	ALL	All County	\$737,147	3% Salary Plan Maintenance	Salaries and benefits were budgeted at 0% increase except for collective bargaining unit agreements. Per the salary plan, the annual cost would be 2% for individual merit adjustments plus a 1% adjustment to the salary structure for inflation.	R	General Fund
					\$381,336				Non General Fund
B	1	CMO-02	CMO		\$150,000	Tourism Plan Implementation	Implement the Tourism Plan based on committee recommendations.	O-T	General Fund

# County Assessor

## Significant Accomplishments

1. Met or exceeded the national standards for the sales ratio studies.
2. Physically inspected 1,831 parcels as part of our 5 year inspection plan, which accounted for \$586,400 of omitted value.
3. Inspected 702 building permit improvements totaling \$2,506,590 of new value.
4. Recorded 1,157 ownership changes resulting from property transfers, including mobile home, stable, and hanger transfers.
5. Updated and maintained assessor's website information and forms.
6. Updated the LAC Assessor's Website Parcel Viewer to improve functionality and ease to application.
7. Uploaded informational videos to explain Residential valuation limitation to the public.
8. Successfully completed and defended property protests/appeals.
9. Expanded public outreach through presentations to organizations, radio interviews, and advertising.

# County Assessor

## Budget Highlights

1. The FY19 Proposed Budget will assure the functions and the responsibilities of the County Assessor are met in accordance with the Property Tax Code.
2. The increase in the use of General Fund is in Personal Salaries and Employee Benefits, and is due to salary increases in FY2018, election of benefits and upgrade adjustment for the Chief Appraiser.
3. The increase in the Property Valuation Fund is primarily in the following:
  - Contractual Services
  - Materials and Supplies
  - IDC Charges – Equipment Maintenance

# County Assessor

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Fund:</b>						
General Fund	385,723	385,554	393,837	407,201	3%	409,481
Property Valuation Fund	123,392	146,934	203,221	240,448	18%	226,705
	<u>509,115</u>	<u>532,488</u>	<u>597,058</u>	<u>647,649</u>	8%	<u>636,186</u>
<b>Expenditures by Type:</b>						
Salaries	326,543	336,578	364,823	370,758	2%	370,758
Benefits	124,763	130,148	140,857	154,876	10%	158,413
Contractual services	1,275	0	10,000	19,200	92%	19,200
Other services	39,790	43,008	47,750	46,750	-2%	46,750
Materials / supplies	9,827	15,367	25,100	43,600	74%	28,600
Interfund charges	6,917	7,387	8,528	12,465	46%	12,465
	<u>509,115</u>	<u>532,488</u>	<u>597,058</u>	<u>647,649</u>	8%	<u>636,186</u>
<b>FTE Summary:</b>						
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0%	7.00

# County Attorney

## Budget Highlights

1. Budget supports delivering the highest quality legal services in an efficient and economical manner.
2. The staff of the County Attorney's Office is dedicated to providing superior public service while observing the highest standards of ethics and confidentiality.
3. The budget in total for FY2019 remains consistent with the FY2018 adopted budget.

# County Attorney

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Type:</b>						
Salaries	441,835	390,931	446,674	453,658	0	453,658
Benefits	147,298	134,858	165,132	155,030	(0)	156,905
Contractual services	44,926	44,281	58,549	58,549	-	58,549
Other services	8,711	7,578	11,800	14,918	0	14,918
Materials / supplies	10,590	11,689	15,636	15,636	-	15,636
Interfund charges	3,692	5,748	5,748	5,748	-	5,748
	<u>657,052</u>	<u>595,085</u>	<u>703,539</u>	<u>703,539</u>	-	<u>705,414</u>
<b>FTE Summary:</b>						
Regular (full & part time)	5.00	5.00	5.00	<u>5.00</u>	-	5.00

# County Clerk

## Significant Accomplishments

1. Community outreach efforts were expanded through increased advertising, attending public events and making presentations to organizations, reaching out to schools and youth groups, radio interviews, and the use of Facebook, Twitter and Instagram.
2. The Clerk's Office participated in Naturalization Ceremony, Gordon's Concert, County Fair events, National Voter Registration Day, LAC Customer Service Day, Trick-or-Treat on Main Street/Scarecrow, and PEEC's Earth Day Festival.
3. 77% voter turnout for the November 2016 general election. This was the highest turnout percentage in the state with 10,987 voters casting a ballot.
4. A total of 6,458 ballots were processed for the January 2017 Special LAPS/UNM-LA All-Mail Election. 7,378 ballots were processed for the May 2017 Special LAC All-Mail Election. 1,432 ballots were cast in the 2017 February School Board Election.



# County Clerk

## Significant Accomplishments

5. Voter registration transactions have increased 84% since FY2016, when the NM Secretary of State implemented online voter registration.
6. Voter Registration transactions have increased from 4,381 in FY2017 to 4,500 projected in FY2018.
7. Recordings have increased from 4,082 in FY2017 to 4,500 estimated for FY2018.
8. Recording revenue collected for the General Fund has increased by \$12,186 or 25%, from FY2016 to FY2017.
9. Outreach events have increased from 12 in FY2017 to a projected 15 in FY2018.
10. Currently, there are currently 13,723 registered voters in Los Alamos County.

# County Clerk

## Budget Highlights

- The County Clerk's Office will continue the many statutorily required services offered to the public for recording and filing, data management and record retrieval, council support, issuing of marriage licenses, support service to the probate court and preparation and administration of the General Election in November 2018.
- The FY2019 budget includes poll worker wages for the November 2018 General Election, accounting for a slight pay increase and additional staffing for a fourth Vote Center on Election Day.
- The budget includes Temp/Casual wages associated with the ongoing Fiche Image Import Project.
- The County Clerk's Office plans to expand outreach programs, educating the public in all of the major focus areas of the office including the change to Consolidated Local Elections.
- Slight decreases were made in Materials and Supplies and minimal capital purchases are anticipated in order to help maintain a flat budget.
- During the 2018 Legislative Session, House Bill 98 - Local Election Act was passed; therefore the FY2019 budget does not include the usual February 2019 School Board Election. The FY2020 budget will now increase to account for the shift to Consolidated Local Elections in November 2019.

# County Clerk

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY 2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Fund:</b>						
General Fund	439,701	599,704	574,053	568,528	(0)	571,376
Recording Equip. Fund	18,698	15,556	28,550	28,550	-	28,550
	<u>458,399</u>	<u>615,260</u>	<u>602,603</u>	<u>597,078</u>	(0)	<u>599,926</u>
<b>Expenditures by Type:</b>						
Salaries	260,005	328,814	356,254	358,739	0	358,739
Benefits	89,337	118,264	128,868	124,822	(0)	127,670
Contractual services	42,146	103,041	34,400	32,675	(0)	32,675
Other services	24,879	38,224	32,650	36,150	0	36,150
Materials / supplies	36,064	22,180	28,900	27,600	(0)	27,600
Interfund charges	5,367	4,124	4,031	4,592	0	4,592
Capital outlay	0	0	16,700	11,700	(0)	11,700
Fiscal charges	601	613	800	800	-	800
	<u>458,399</u>	<u>615,260</u>	<u>602,603</u>	<u>597,078</u>	(0)	<u>599,926</u>
<b>FTE Summary:</b>						
Regular (full & part time)	5.50	5.00	5.00	5.00	-	5.00
Casual, Student,& Temp.	1.44	2.16	2.16	1.77	(0)	1.77
	<u>6.94</u>	<u>7.16</u>	<u>7.16</u>	<u>6.77</u>	(0)	<u>6.77</u>

\*Casual, Student, & Temp. FTE's are poll workers and a student clerk

# Probate Court

## Significant Accomplishments

1. Probate Court handled following:  
FY2017 - 27 probate cases  
FY2018 – 24 docketed probate cases to date
2. In February 2017, attended the Annual Judicial Education Center (JEC) Professional Development Conference for New Mexico Probate Court Judges and Staff.
3. In FY2017, only one (1) case required transfer to the District Court due to a dispute or other issue.
4. Probate Case filings have increased 32% since FY2016.
5. First marriage ceremony officiated by Judge Nobile in July 2016.
6. In April 2017, following the launch of the new County website, adjustments were made to the Probate Court webpage layout for better viewing, with an overall revamp of content, and incorporation of new capabilities.

# Probate Court

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	\$ Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Type:</b>						
Salaries	4,035	4,138	4,031	4,031	-	4,031
Benefits	681	387	810	810	-	810
Other services	186	-	900	900	-	900
Materials / supplies	83	-	165	165	-	165
	<u>4,985</u>	<u>4,525</u>	<u>5,906</u>	<u>5,906</u>	-	<u>5,906</u>
<b>FTE Summary:</b>						
Regular (full & part time)	1.00	1.00	1.00	<u>1.00</u>	0.00	1.00



# Los Alamos County Sheriff



## Significant Accomplishments & Budget Highlights

- The decrease in the current proposed budget over FY2017 budget is due to Council transferring responsibilities and budget to the Police Department during FY2017.
- The budget for the Sheriff Office was cut in FY2018 from \$85,411 to \$15,510.
- In FY2017, \$65,336 was transferred to the Police Department and the remaining \$4,575 was transferred to the General Fund. This decrease significantly impacted the Sheriff's Office in its ability to provide quality services to the community.
- Staff was terminated, duties were transferred and the Sheriff's Office was brought to a point of not being recognized at all by Los Alamos County Officials as an existing elected Office of the County.

# Los Alamos County Sheriff



## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Type:</b>						
Salaries	37,177	6,915	6,889	6,889	0%	6,889
Benefits	9,717	585	581	581	0%	581
Contractual services	43	-	120	120	0%	120
Other services	8,573	7,340	4,925	4,925	0%	4,925
Materials / supplies	6,656	1,051	2,450	2,450	0%	2,450
Interfund charges	453	545	545	545	0%	545
	<u>62,619</u>	<u>16,436</u>	<u>15,510</u>	<u>15,510</u>	0%	<u>15,510</u>
<b>FTE Summary:</b>						
Regular (full & part time)	1.75	1.75	1.00	1.00	0%	1.00
Casual, Student, & Temp.	0.19	0.23	0.00	0.00	N/A	0.00
	<u>1.94</u>	<u>1.98</u>	<u>1.00</u>	<u>1.00</u>	0%	<u>1.00</u>

# Los Alamos County Sheriff



## Solutions

- After the November 2016 vote, the people of this county chose to retain and have an elected Sheriff's Office and demanded that Los Alamos County Council recognize and support the elected Office of Sheriff.
- I believe that it is the duty of this council to listen to the voice of the people and provide the necessary resources to have a functioning Sheriff's Office in Los Alamos County.

These are the basic items that will give me the ability to move forward and provide the professional services required of the Sheriff' Office.

- In the state of New Mexico, there is no such thing as a part time Sheriff. Once a person is elected to the Office, they become full time and are considered to always be in the discharge of their duties 4-41-10 NMSA 1978. As dictated by our legislature, the salary of \$68,654 as allowed by Section 4-44-14 NMSA 1978 for the newly elected Sheriff of Los Alamos County.
- The budget options for a total of \$348,118 are to support the reallocation of duties of the Sheriff's Office to include:

Full-time Undersheriff	Training
Full-time Office Specialist	A ¾ ton truck and passenger vehicle
Three part-time/reserve deputies	Communication equipment

# Los Alamos County Sheriff



## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
D	1	SH-01	Sheriff	\$58,911	Office Specialist	Add full-time Office Specialist	R	General Fund
D	2	SH-02	Sheriff	\$130,000	Undersheriff	1 full-time Undersheriff - second in command	R	General Fund
D	3	SH-03	Sheriff	\$29,565	Deputies	3 part-time deputies for new duties of the Sheriff's Office (e.g. court security, transport and civil process, monitoring and checks on sex offenders).	R	General Fund
D	4	SH-04	Sheriff	\$3,642	Training LEA	LEA Training for Undersheriff and Deputies	R	General Fund
D	5	SH-05	Sheriff	\$5,000	Training General	General Training for Office Specialist, Undersheriff and Deputies	R	General Fund
D	6	SH-06	Sheriff	\$10,000	Handheld Communications	Handheld communications (5)	O-T	General Fund
D	7	SH-07	Sheriff	\$46,000	Passenger Vehicle	Equipped with cage for transport, Communications, Lights	O-T	General Fund
D	8	SH-08	Sheriff	\$65,000	3/4 ton Truck	Sheriff's transportation, radio, toolbox, gooseneck hitch for horse transport to scenes	O-T	General Fund
				\$348,118				

# Administrative Services Department

## Significant Accomplishments

1. Received the Award for Outstanding Achievement the FY2016 Popular Annual Financial Report (PAFR). The award for the FY2016 PAFR marks the 1<sup>st</sup> year the County has received this award.
2. Significant effort has been made to convert, design, test, and build the new Tyler Munis ERP system (PRISM). Collectively ASD contributed over 7000 hours of staff time.
3. Implemented Watchguard Body and Vehicle Mounted Camera System (PD).
4. Albuquerque Disaster Recovery/Continuing Operations site setup created; a first for the County.
5. RIM: Responded to IPRA requests, which increased by 72% in requests from FY16 to FY17.



# Administrative Services Department

## Budget Highlights

1. The 6 limited term positions included in the FY2018 Adopted Budget relate to the PRISM software implementation project. These positions will not extend beyond the completion of this project, which is expected to be September 2018. Therefore, only 1.6 FTE is included in the FY2019 Budget.
2. The majority of the decreases are the result of staff turnover. The reduction was specifically targeted to offset the increase in the County Manager department associated with transferring in operational funding for the ERP Manager position.
3. The initial months of operation in Tyler Munis and implementation of post-go-live functions (e.g. Transparency Portal) will continue to be a significant effort in FY 2019.

# Administrative Services Department

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Finance	2,349,082	2,562,913	2,736,863	2,684,891	(2%)	2,696,007
Information Management	4,886,830	4,661,651	4,870,818	4,784,799	(2%)	4,831,484
CIP-IT Projects	1,092,411	301,212	295,000	295,000	0%	304,000
	<u>8,328,323</u>	<u>7,525,776</u>	<u>7,902,681</u>	<b>7,764,690</b>	(2%)	<u>7,831,491</u>
<b>Expenditures by Fund:</b>						
General	7,235,912	7,224,564	7,607,681	7,469,690	(2%)	7,527,491
Capital Improvement Projects	1,092,411	301,212	295,000	295,000	0%	304,000
	<u>8,328,323</u>	<u>7,525,776</u>	<u>7,902,681</u>	<b>7,764,690</b>	(2%)	<u>7,831,491</u>
<b>FTE Summary:</b>						
Regular (full & part time)	47.50	45.50	45.50	45.50	0%	45.50
Casual, Student & Temp.	0.51	0.51	0.51	0.51	0%	0.51
Limited Term	0.00	0.00	6.00	1.60	(73%)	0.00
	<u>48.01</u>	<u>46.01</u>	<u>52.01</u>	<b>47.61</b>	(8%)	<u>46.01</u>
<b>FTEs By Program:</b>						
Finance	24.00	23.50	23.50	23.50	0%	23.50
Information Management	24.01	22.51	22.51	22.51	0%	22.51
PRISM - Limited Term	0.00	0.00	6.00	1.60	(73%)	0.00
	<u>48.01</u>	<u>46.01</u>	<u>52.01</u>	<b>47.61</b>	(8%)	<u>46.01</u>

# Administrative Services Department

## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	3	ASD-01	ASD	Info Tech	\$69,362	Records Specialist	One additional FTE in Records Management to handle increased IPRA requests. In the first seven months of FY2018, the County has received 1,069 IPRA requests. In FY2017 and FY2016 (12 months each), the County received 871 and 506 IPRA requests respectively. The time spent by Records on the requests were 1,448 (7 mo of FY2018), 803 hours in FY2017 and 1,274 hours in FY2016.	R	General Fund

# Community Services Department

## Significant Accomplishments

1. Facilitated the Capital Improvement Project with Public Works
2. Developed the quarterly community-wide activity guide (i.e. 100 Days of Summer)
3. Improved trail conditions and signage (i.e. Acid Canyon)
4. Launched the 1,000 Books Before Kindergarten program at the Library
5. Developed community events such as The Evening of Arts and Culture
6. Implemented the Safe Ride services through the DWI program and ACT
7. Implemented the Passport to the Pajarito Plateau II through the Nature Center

# Community Services Department

## Budget Highlights

### **Community Services Department**

The FY2019 Community Services Department budget is flat as compared to the FY2018 approved budget. Staffing turnover and a reduction in casual staffing allowed for the absorption of FY2018 salary adjustments and expected FY2019 water rate increases.

With these reductions, we do not anticipate any major noticeable service impacts affecting the public. There are variances in personnel as we have moved some positions within Divisions, but overall costs and FTEs remain the same with the exception of a reduction in Temp/Casuals of 2.62 in total.



# Community Services Department

## Budget Summary

	FY2016 Actuals	FY2017 Actuals	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Administration	380,508	503,596	414,176	605,210	46%	605,332
PROS Admin	-	-	-	549,458	N/A	552,796
Library	2,328,518	2,378,201	2,309,452	2,302,351	0%	2,310,966
Parks	2,085,464	2,360,239	2,368,291	2,048,857	(13%)	2,233,451
Cemetery	34,745	19,017	55,000	37,800	(31%)	37,800
Recreation	2,940,593	3,113,633	3,241,213	2,629,571	(19%)	2,956,852
Open Space	-	-	-	127,541	N/A	127,874
Social Services	3,476,504	3,926,641	4,096,934	4,260,783	4%	4,344,354
Cultural Services	422,872	468,439	502,533	516,745	3%	517,325
	<u>11,669,204</u>	<u>12,769,766</u>	<u>12,987,599</u>	<u>13,078,316</u>	1%	<u>13,686,750</u>
<b>Expenditures by Fund:</b>						
General	9,566,298	10,372,273	10,696,132	10,582,995	(1%)	11,130,324
Health Care Assistance	1,850,041	2,076,788	2,134,767	2,345,621	10%	2,406,726
State Grants-DWI Fund	105,048	71,261	93,500	86,500	(7%)	86,500
Capital Improvement Fund	142,939	246,780	57,000	57,000	0%	57,000
Aquatic Center Gift Sub-Fund	3,528	1,915	3,000	3,000	0%	3,000
Library Gift Sub-Fund	1,350	750	3,200	3,200	0%	3,200
	<u>11,669,204</u>	<u>12,769,767</u>	<u>12,987,599</u>	<u>13,078,316</u>	1%	<u>13,686,750</u>
<b>FTE Summary:</b>						
Regular (full & part time)	74.00	77.00	77.00	77.20	0%	77.20
Casual, Student, & Temp.	20.49	18.04	17.15	14.53	(15%)	14.53
	<u>94.49</u>	<u>95.04</u>	<u>94.15</u>	<u>91.73</u>	(3%)	<u>91.73</u>

# Community Services Department

## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	4	CSD-01	CSD	Open Space	\$79,802	Parks Maintenance Construction Specialist III	Addition of 1 FTE Parks Maintenance Construction Specialist III to build and maintain trails (i.e. Flow Trail) to avoid erosion and degradation, and to combine trails.	R	General Fund
C	1	CSD-02	CSD	Social Services	\$50,000	Public Health Office Services	Additional funding to provide 2 days per week at the public health office. Assumes \$20k additional from LAPS.	R	General Fund
C	2	CSD-03	CSD	Admin	\$40,883	Teen Center Operations Contract	Funding to Teen Center operator for increase to personnel, instructor for summer programming, program supplies, utilities and custodial.	R	General Fund
C	3	CSD-04	CSD	Admin	\$10,992	Teen Center Operations Contract	Funding to Teen Center operator to replace FFE (furniture, fixtures and equipment) items that are in need of replacement.	O-T	General Fund
C	7	CSD-05	CSD	Open Space	\$70,000	Trail restoration	.Enhance trailhead signage/wayfinding, bridges and stairs per the trails masterplan priority ranking	O-T	General Fund
C	8	CSD-06	CSD	Social Services	\$18,672	Early Intervention Services Contract	Due to increased demand in early intervention services coupled with a drop in funding from CYFD additional County funding is requested for juvenile services provider.	R	General Fund

# Fire Department

## Significant Accomplishments

1. Recruit Academy #27 graduated 13 cadets into LAFD in 2017. This addressed the vacancies from the calendar year 2016 and will be in accordance with our minimum manning and CA requirements at LAFD
2. Provided approximately 2,900 hours of Fire and EMS training to our first responders. Participated in 38 drills and exercises and toured 7 different high hazard facilities at LANL.
3. Provided risk reduction messages to 9,738 adults and 13,538 children throughout Los Alamos and Northern New Mexico.
4. LAFD was awarded over \$649,000 in grant funding for MDTs, Fire Mitigation, Hydrant Testing Equipment and Hazmat Training.
5. LAFD sent an apparatus to the Deep Creek Fire in Colorado in addition to two separate deployments to combat the wildland fires in Northern and Southern California in 2017.

# Fire Department

## Budget Highlights

1. FY2019 Budget currently reflects a reduction of \$418,473 based upon the 10-year Cooperative Agreement projection.
2. The Budget is developed to meet the terms of our Cooperative Agreement with DOE/NNSA.
3. 10 year agreement (October 1, 2013 – September 30, 2023) where budget amounts within the Cooperative Agreement are tied to Federal fiscal year.
4. Shared costs between DOE/NNSA and LAC range from 80% DOE/NNSA – 20% LAC in year one of agreement and gradually advances to 74% DOE/NNSA – 26% LAC in year 10 of the agreement.
5. Specific updates and enhancements to emergency radio system, wildfire mitigation efforts, equipment and training for emergency medical, hazardous materials, and technical rescue responses.

# Fire Department

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Fund:</b>						
Fire - Cooperative Agmt (CA)	22,302,033	23,627,230	24,642,125	25,364,926	3%	26,064,090
Fire (Non-CA)	0	0	0	0	N/A	0
Fire (General Fund)	4,267,587	5,011,730	5,207,149	5,207,149	0%	5,207,149
Fire Marshal (State Grants)	134,463	756,470	500,000	563,000	13%	468,000
EMS (State Grants)	9,462	11,924	11,200	10,500	(6%)	10,500
	<u>26,713,545</u>	<u>29,407,354</u>	<u>30,360,474</u>	<u>31,145,575</u>	3%	<u>31,749,739</u>
<b>Expenditures by Type:</b>						
Salaries	11,367,690	12,054,386	12,726,083	13,107,182	3%	13,107,182
Benefits	5,256,929	5,457,773	5,726,737	5,903,185	3%	6,440,658
Contractual services	534,979	589,392	861,803	1,135,352	32%	1,202,043
Other services	370,804	419,000	483,575	448,396	(7%)	448,396
Materials / supplies	962,326	929,259	1,283,828	1,102,403	(14%)	1,102,403
Interfund charges	8,168,159	8,988,640	9,278,448	9,437,807	2%	9,437,807
Capital outlay	52,658	968,904	0	11,250	N/A	11,250
	<u>26,713,545</u>	<u>29,407,354</u>	<u>30,360,474</u>	<u>31,145,575</u>	3%	<u>31,749,739</u>
<b>FTE Summary:</b>						-
Regular (full & part time)	150.00	150.00	150.00	150.00	0%	150.00



# Fire Department Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	2	FIRE-01	Fire		\$418,473	Cooperative Agreement Budget	To restore budget to reflect the original 10-year projection on the Cooperative Agreement. Impact on both General Fund and Fire Fund.	R	General Fund

# Police Department

## Significant Accomplishments

1. A total of 126 Part 1 Crimes were reported to the department representing a 20% decrease from 2016.
2. Property crimes fell by 36% to 101 in 2017, dropping for the fourth consecutive year.
3. Safety Town was held for the third consecutive year teaching over 70 Pre-K children basic safety strategies.
4. After a 2017 on-site inspection, the Department was awarded National Accreditation in March 2018.
5. The Detective Section sustained an outstanding clearance rate of 91% of assigned cases.

# Police Department

## Budget Highlights

1. Provide quality, proactive law enforcement services to our community.
2. Promote an atmosphere of safety and security for residents and visitors.
3. Sustain National Accreditation standards.
4. Provide employees proper equipment and training.
5. Enhance technological platforms.
6. Maximize taxpayer dollars through community partnership and collaboration.
7. Sustain Los Alamos as one of the safest communities in the nation.

# Police Department

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Animal Control	271,987	376,381	390,822	377,686	(3%)	377,686
Detention	1,432,051	1,791,269	1,643,056	1,681,104	2%	1,681,104
Consolidated Dispatch	996,656	1,127,562	1,270,486	1,248,097	(2%)	1,248,097
Operations	4,736,725	4,673,465	4,350,159	4,337,401	0%	4,378,521
Records / Administration	1,147,165	1,171,394	1,030,724	995,959	(3%)	995,959
	<u>8,584,584</u>	<u>9,140,071</u>	<u>8,685,247</u>	<u>8,640,247</u>	(1%)	<u>8,681,367</u>
<b>Expenditures by Fund:</b>						
General	8,524,841	9,100,438	8,646,047	8,601,047	(1%)	8,642,167
State Grants	59,743	39,633	39,200	39,200	0%	39,200
	<u>8,584,584</u>	<u>9,140,071</u>	<u>8,685,247</u>	<u>8,640,247</u>	(1%)	<u>8,681,367</u>
<b>Expenditures by Type:</b>						
Salaries	4,513,580	4,983,581	5,090,814	5,090,346	0%	5,090,346
Benefits	1,930,186	2,161,893	2,411,933	2,346,949	(3%)	2,388,069
Contractual services	338,373	398,745	166,440	253,100	52%	253,100
Other services	198,601	228,305	158,882	134,791	(15%)	134,791
Materials / supplies	585,496	596,500	300,770	264,784	(12%)	264,784
Interfund charges-Other	491,889	466,230	517,208	511,077	(1%)	511,077
Capital outlay	525,940	304,234	39,200	39,200	0%	39,200
Fiscal charges	519	583	0	0	N/A	0
	<u>8,584,584</u>	<u>9,140,071</u>	<u>8,685,247</u>	<u>8,640,247</u>	(1%)	<u>8,681,367</u>
<b>FTE Summary:</b>						
Regular (full & part time)	75.00	73.00	74.00	74.00	0%	74.00
Limited Term	0.00	0.00	0.75	0.75	0%	0.75
	<u>75.00</u>	<u>73.00</u>	<u>74.75</u>	<u>74.75</u>	0%	<u>74.75</u>

# Police Department

## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	3	Police-01	Police	Operations & Detention	\$51,980	Operational Costs	Operational expenditures removed to achieve flat.	R	General Fund
B	2	Police-02	Police	Admin	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-serviceable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access. \$45k approved last year, this request is the 2nd of three phases to replace all in-car devices.	O-T	General Fund
B	6	Police-03	Police	Admin	\$132,038	Camera System Upgrade	Replacing existing camera infrastructure in Detention and put it on the same platform as remainder of cameras in the County. This allows for dispatch to view all cameras including traffic and school.	O-T	General Fund

# Community Development Department

## Significant Accomplishments

1. A-19 Development Agreement and Site Plan
2. A-9 (Canyon Rim Apartments) Land Development Agreement
3. Housing Rehabilitation Program: 20 projects in first two years
4. Homebuyer Assistance Program startup - 3 applicants already approved for program.
5. Significantly decreased building plan review turnaround times
6. Instituted many permitting improvements, e.g. on line plan submission and permit issuance, extended office hours, same day inspection requests, and simplifying some permits to over the counter
7. Continued active outreach to contractors, design professionals and homeowners regarding building permitting and associated issues
8. Expanded code enforcement activities
9. Achieved code compliance on highly visible commercial properties with long standing issues
10. Creation of mixed-use zone
11. Rezoning of several key parcels to mixed use
12. Developed Certified Local Government designation application (SHPO)



# Community Development Department

## Budget Highlights

Overall budget is 2% above FY2018. This is due to the Housing Division's increase in Contractual Services.

1. Address development code (Ch 16) items identified in Comprehensive Plan
2. Finalization of the new sign code
3. Bring early notification process for Council consideration
4. Update the Affordable Housing Plan
5. Work with ED on strategic projects that will generate new housing
6. Expand outreach and communication regarding Building and Code Enforcement – potential updates to parts of Chapter 18 (Environment)
7. Work proactively on addressing commercial property maintenance and life safety issues
8. Begin accreditation process for Building Safety
9. Building permitting and inspections for projects such as Mirador (A-19) subdivision
10. A-9 development support via Planning and Building
11. Website improvements to include on-line templates for permitting

# Community Development Department

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Administration	595,687	651,549	693,352	530,643	(23%)	533,440
Housing	149,261	177,076	237,265	277,143	17%	277,834
Building Safety	330,099	470,675	500,444	662,651	32%	666,296
Planning	452,036	432,959	410,324	407,870	(1%)	410,419
	<u>1,527,083</u>	<u>1,732,259</u>	<u>1,841,385</u>	<u>1,878,307</u>	2%	<u>1,887,989</u>
<b>Expenditures by Fund:</b>						
General	1,527,083	1,732,259	1,841,385	1,878,307	2%	1,887,989
<b>FTE Summary:</b>						
Regular (full & part time)	15.00	15.00	16.00	16.00	0%	16.00
<b>FTEs by Division:</b>						
Administration	5.00	5.00	6.00	4.00	(33%)	4.00
Housing	1.00	1.00	1.00	1.00	0%	1.00
Building Safety	5.00	5.00	5.00	7.00	40%	7.00
Planning	4.00	4.00	4.00	4.00	0%	4.00
	<u>15.00</u>	<u>15.00</u>	<u>16.00</u>	<u>16.00</u>	0%	<u>16.00</u>

# Community Development Department

## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	5	CDD-01	CDD	Admin	\$9,500	Operational Costs	Certifications, monitors, supplies and training costs removed to achieve flat budget.	R	General Fund
B	1	CDD-02	CDD	Planning	\$25,000	Consultant Services	Consulting services to address code analysis and updates related to the property maintenance and code enforcement standards.	O-T	General Fund
B	8	CDD-03	CDD	Building	\$5,000	Accreditation	International Accreditation Service Assessment for Building Code Regulatory Agencies Accreditation. Fees for first assessment have already been paid. This amount will pay for first site visit and evaluation by accreditation team. Additional \$5,000 per year which may be reduced for ongoing annual update purposes.	R	General Fund
C	4	CDD-04	CDD	Housing	\$50,000	Consultant Services	Housing Needs Study in support of EVSP and Affordable Housing Plan goals. The estimate of \$50,000 would cover basic data collection and analysis. The plan itself would be updated by staff using the study data.	O-T	General Fund
C	5	CDD-05	CDD	Building	\$5,000	Outreach	Support for Code Enforcement public education and outreach as needed.	R	General Fund

# PUBLIC WORKS DEPARTMENT

## Significant Accomplishments

- Bronze Level Bicycle Friendly Community by the League of American Bicyclists
- 20th Street Extension Project
- North Mesa Improvements Project Phase 1 (Camino Uva, Durasnilla)
- Developed new model for Equipment Replacement and Maintenance IDC's, based on CPI and PPI, to enable Fleet Division to recover true costs.
- Installed quick-curb and vertical panels at NM-4 and the Truck Route as well as on Trinity Drive
- Rebuilt parking lots around ballfields at Overlook and Rodeo Arena
- Route 2 Peak service added that provides direct service from White Rock to the Los Alamos downtown area every weekday during peak times.
- Route 2 Peak service added that provides direct service from White Rock to the Los Alamos downtown area every weekday during peak times.
- Developed implementation plan for yard trimmings (brush) roll cart program.
- Received (RAID) grants to develop Zero Waste Lunch Video Campaign.
- Design completed for a new fencing along highway 502 with construction expected to be completed in late 2018.
- Installed energy savings light fixtures and at PCS new gates and razor wire.
- Transitioning to green cleaning chemicals, paper products, and supplies.

# Public Works Department

## Budget Highlights

**General Fund** divisions in Public Works include:

\*Administration                      \*Custodial Maintenance                      \*Facilities  
\*Engineering & Project Management                      \*Traffic & Streets

- Budget allows the Custodial Division to maintain approximately 600,000 square feet of County buildings and support approximately 3,000 events.
- Budget allows the Engineering & Project Management Division to manage multiple capital transportation and facility improvement projects.
- Facilities provides preventive building maintenance program and routine maintenance in most all of the county buildings.
- Budget includes funds necessary to cover utility costs in most county owned and operated facilities.
- Pavement preservation funds will be primarily focused on crack sealing and slurry sealing roadways. Support LED street light conversions.
- Supports roadway and right-of-way maintenance will also include, street sweeping, striping, vegetation control and snow removal.

# Public Works Department

## Budget Highlights

### ENVIRONMENTAL SERVICES, AIRPORT, TRANSIT, AND FLEET FUNDS

- Organic Roll Cart Program with 1 Additional Equipment Operator I
- Residential curbside collection of trash and recycle on a weekly basis for ~6,850 residential customers, and Commercial recycle and trash dumpster collection for ~320 customers
- Capital project includes removing the aging underground aviation fuel tank and building an above-ground aviation fuel farm on the north side of the airfield
- Weekday bus service is provided between 6:00 a.m. and 7:00 p.m. on seven neighborhood routes and Dial a Ride until 9 PM
- Service between White Rock and Bandelier National Monument operates seasonally – 7 days per week and Special service provided to support community events
- Replace 28 vehicles and pieces of equipment
- Supports maintenance of 325 vehicles



# Public Works Department

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Administration	292,400	409,717	423,652	423,652	0%	423,652
Engineering & Project Management	1,299,109	1,366,563	1,468,291	1,494,796	2%	1,500,296
Fleet/Equipment	4,376,410	4,699,336	4,763,170	4,671,006	(2%)	4,796,767
Traffic & Streets	4,649,784	4,151,479	4,282,085	4,275,762	0%	4,369,264
Transit	4,420,436	4,217,581	4,567,427	4,865,667	7%	4,288,844
Environmental Services	3,898,547	3,814,301	5,233,588	4,275,028	(18%)	4,309,329
Airport	613,869	894,028	1,144,425	1,062,406	(7%)	1,482,423
Facilities Maintenance	2,583,412	2,706,150	2,718,965	2,718,965	0%	2,837,965
Custodial Maintenance	1,142,830	1,044,821	1,169,990	1,150,321	(2%)	1,150,321
Major Facilities Maint Proj	1,407,366	1,310,927	1,634,858	1,634,345	0%	1,634,345
Capital Projects	7,715,645	4,967,434	14,098,000	8,300,000	(41%)	6,065,000
	<u>32,399,808</u>	<u>29,582,337</u>	<u>41,504,451</u>	<u>34,871,948</u>	(16%)	<u>32,858,206</u>
<b>Expenditures by Fund:</b>						
General	11,374,901	10,989,657	11,697,841	11,697,841	0%	11,915,843
Equipment	4,376,410	4,699,336	4,763,170	4,671,006	(2%)	4,796,767
Transit	4,420,436	4,217,581	4,567,427	4,865,667	7%	4,288,844
Environmental Services	3,898,547	3,814,301	5,233,588	4,275,028	(18%)	4,309,329
Airport	613,869	894,028	1,144,425	1,062,406	(7%)	1,482,423
Capital Projects	7,715,645	4,967,434	14,098,000	8,300,000	(41%)	6,065,000
	<u>32,399,808</u>	<u>29,582,337</u>	<u>41,504,451</u>	<u>34,871,948</u>	(16%)	<u>32,858,206</u>
<b>FTE Summary:</b>						
Regular (full & part time)	128.00	129.00	132.00	133.00	1%	134.00
Limited term	4.83	4.83	4.55	4.55	0%	4.55
	<u>132.83</u>	<u>133.83</u>	<u>136.55</u>	<u>137.55</u>	1%	<u>138.55</u>

# Public Works Department

## Budget Options

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	4	PW-01	Public Works	Facilities	\$105,000	Materials and Supplies	Material and supplies funding is needed due to the addition of six new buildings in the last five years for a total of approximately 65,000 square feet. Actual expenses in FY 2016 = \$237,778 and FY2017 = \$263,795 while the FY2018 Budget = \$170,254.	R	General Fund
B	7	PW-02	Public Works	MFM	\$365,655	Major Facilities Maintenance	To restore annual funding to the Major Facilities Maintenance program to \$2 million target. This additional money will be used for projects such as roof repairs at Pajarito Cliffs and Mesa Public Library elevator equipment replacement.	R	General Fund
C	6	PW-03	Public Works	Traffic & Streets	\$100,000	Contractual Services - Pavement Preservation	The Pavement Condition Index will continue to decline if slurry/crack sealing service is not provided. Each \$10,000 of funding will slurry seal 1/3 of a lane mile. Historical Spending: FY2015 \$1,005,832, FY2016 \$1,613,180, FY2017 \$792,164. The FY2019 proposed budget includes \$557,000 for pavement preservation.	R	General Fund

# Department of Public Utilities

## Significant Accomplishments - Electric

1. Electric Distribution initiated new agreements with Century Link and Comcast to update the terms under which the companies may attach their services to utility poles in Los Alamos.
2. After almost 24 months of downtime due to necessary vent shaft repairs, the Abiquiu hydroplant was returned to service in March 2017.
3. The El Vado Generator Rewind commissioning was completed.
4. Unit 3's shaft seal springs were replaced at the San Juan Generating Station.
5. The repeater on the butte overlooking the hydroplants, which provides SCADA and operations data for the hydros, was upgraded.
6. Several major underground replacements were completed, encompassing nearly 12,000 feet of line and eight switchgears.
7. Electric Distribution completed a pole attachment count and safety audit.
8. ED completed the Bandelier project, energizing and assuming ownership of 2.1 miles of 3-phase primary underground distribution line.
9. The electric distribution system was tied into Milsoft's GIS engineering model.

# Department of Public Utilities

## Budget Highlights - Electric

1. Electric Production - The O&M and commodities budget is \$1.5M lower than FY18. There is \$250k included each year for LAC's share of the COLA preparation for the Carbon Free Power Project.
2. The forecast cost for purchased power is \$30.55 for FY19, down from \$31.84 budgeted for FY18.
3. Electric Distribution - No rate increases are projected in FY19 although a rate restructuring may be proposed.
4. The 10-year O&M budget forecast includes essentially inflationary increases of 1.5% per year after FY19. The Los Alamos Sub Station (LASS) project is scheduled for completion in FY18.

# Department of Public Utilities

## Significant Accomplishments – Gas

1. The East Road Gas and Electric Infrastructure Project was completed, substantially boosting gas delivery and back feed capabilities to the Pajarito Cliffs area. The project involved the replacement of 7000 feet of 6” high carbon steel HP main with about 7640 feet of 8” HDPE main, as well as the replacement of the existing 2” mains between Camino Entrada and Airport Road with 4” MDPE mains. To maximize cost efficiencies, the project was done as a joint trench venture with Electric Distribution and was completed approximately 42% below the budgeted \$810,000.
2. GWS crews prepared for the Quemazon loop feed alternative PRV station which should be in service this spring. They removed PRV 39 from the Los Alamos Medical Center parking lot and used components from it and another previously retired PRV in a reassembled, upgraded PRV for Quemazon. The original budget estimate for a contractor to provide a second feed was \$250,000. GWS crews will instead install the new station for a cost that is expected to be under \$87,000.
3. With an FY17 goal of 250 meter changeouts, gas crews replaced 286 meters while staying within budget.

# Department of Public Utilities

## Budget Highlights - Gas

Gas Distribution - The NMMEAA deal guarantees a \$0.274 discount, which is included in the budget for FY19. Natural gas market prices remain low, and gas purchases are budgeted at \$3.05/MMBTU in FY19, and \$3.60/MMBTU in FY20 (before the NMMEAA discount).



# Department of Public Utilities

## Significant Accomplishments - Water

1. All the water meters in White Rock have been changed out to the new iPerl meters. These meters are more accurate and capture very low flows as well as being compatible with the AMI infrastructure under consideration by the department.
2. A long-term rate structure for the Water Distribution system was developed and discussed with the Board of Public Utilities.
3. GWS crews resolved 712 customer service concerns related to water. They also repaired 25 water deliver lines and 19 water main lines.

# Department of Public Utilities

## Budget Highlights - Water

1. The capital plan for Water Production includes non-potable projects that are funded through a partial grant/loan from the Water Trust Board (WTB).
2. The O&M and capital budget for Water Distribution has been revised extensively to reflect the proposed 20-year plan presented to the Board at the November 2017 BPU meeting.
3. Begun in FY18, Water Distribution crews will continue to put their efforts toward maintenance of pressure regulating valve (PRV) stations rather than outright replacement. Cost savings are expected to reach \$37,500 annually.

# Department of Public Utilities

## Significant Accomplishments – Wastewater

1. Almost 64,000 linear feet of sewer main was inspected by video in 2017.
2. The Los Alamos Wastewater Treatment Plant treated 300 million gallons of sewage and the White Rock plant treated 110 million gallons of sewage in FY2017.
3. The two treatment plants sent nearly 80 million gallons of reuse water back to the golf course, North Mesa ball fields and soccer fields, and Overlook Park for irrigation.
4. The Los Alamos Wastewater Treatment Plant composted 146.7 dry metric tons of sludge.

# Department of Public Utilities

## Budget Highlights - Wastewater

1. Several initiatives have been implemented to alleviate the Wastewater division's financial challenges associated with the need to construct a replacement treatment facility in White Rock.
2. A transfer of \$2.5M was used in February to pay down the existing balance of the debt on the LA Plant. In addition, the remaining balance can be refinanced at a lower rate, and potentially the term extended, further reducing debt service requirements in the fund.
3. All other projects in both the treatment plants and the collection system have been postponed allowing staff and funding to be concentrated on a successful White Rock plant project. Other projects are scheduled to resume in the out years on the 10-year plan.

# Department of Public Utilities

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Electric Production	41,075,705	34,021,175	40,600,226	39,108,337	(4%)	37,789,736
Electric Distribution	5,717,113	7,829,681	7,250,012	6,291,589	(13%)	6,241,699
Gas	3,657,979	5,293,764	5,200,867	4,302,783	(17%)	4,762,384
Water Production	5,104,188	11,583,615	11,200,314	6,616,952	(41%)	4,646,327
Water Distribution	2,499,939	2,388,746	2,388,746	2,356,528	(1%)	2,390,291
Wastewater	4,940,824	4,822,576	4,822,576	6,015,411	25%	18,359,072
	<u>62,995,748</u>	<u>65,939,557</u>	<u>71,462,741</u>	<u>64,691,599</u>	(9%)	<u>74,189,509</u>
<b>Expenditures by Type:</b>						
Salaries	5,187,906	6,041,500	6,925,364	7,008,203	1%	7,040,384
Benefits	3,365,361	3,343,423	2,652,404	2,694,862	2%	2,834,276
Contractual services	35,786,032	31,159,778	38,501,502	37,084,140	(4%)	36,110,808
Other services	1,580,667	1,619,391	1,796,371	1,759,327	(2%)	1,749,469
Materials / supplies	1,205,406	1,456,503	1,673,105	1,650,200	(1%)	1,648,902
Interfund charges	3,728,446	4,183,082	3,743,102	3,714,472	(1%)	3,718,928
Capital outlay	7,014,686	12,975,723	10,988,140	5,528,698	(50%)	15,831,266
Advances to other funds	0	0	0	0	N/A	0
Fiscal charges	5,127,245	5,160,157	5,182,753	5,251,698	1%	5,255,476
	<u>62,995,748</u>	<u>65,939,557</u>	<u>71,462,741</u>	<u>64,691,599</u>	(9%)	<u>74,189,509</u>
<b>FTE Summary:</b>						
Regular (full & part time)	92.00	93.00	93.00	93.00	0%	93.00
Casual, Student, & Temp.	6.32	5.34	5.30	4.60	(14%)	4.60
	<u>98.32</u>	<u>98.34</u>	<u>98.30</u>	<u>97.60</u>	(1%)	<u>97.60</u>

# Department of Public Utilities

## Cash Forecast - Electric

	FORECAST 2019	FORECAST 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028
<b>ELECTRIC DIST &amp; PROD CASH RESERVES</b>										
Combined Cash Balance ED & EP	15,693,447	16,402,112	18,459,612	20,786,600	23,548,663	26,426,697	29,136,734	31,860,654	34,543,184	37,454,152
Recommended Cash Balance (ED)	11,861,641	11,798,349	11,600,661	11,385,364	11,313,433	11,654,838	11,705,186	12,100,665	12,075,070	12,413,550
Recommended Cash Balance (EP)	17,827,423	17,681,072	17,857,883	18,036,461	18,216,826	18,398,994	18,582,984	18,768,814	18,956,502	19,146,067
<b>Recommended Cash Balance</b>	<b>29,689,064</b>	<b>29,479,421</b>	<b>29,458,543</b>	<b>29,421,825</b>	<b>29,530,259</b>	<b>30,053,832</b>	<b>30,288,170</b>	<b>30,869,479</b>	<b>31,031,572</b>	<b>31,559,617</b>
<b>TARGET RESERVE BALANCES</b>										
Debt Service Reserve	4,046,374	4,030,211	4,016,054	2,058,835	1,430,597	1,429,568	1,449,954	1,602,373	1,596,699	1,594,293
Retirement/Reclamation Reserve	10,204,395	10,293,261	10,421,375	10,426,053	9,808,674	9,239,130	8,708,141	8,130,692	8,149,336	8,320,837
Identified items on site	304,500	309,068	313,704	318,409	323,185	328,033	332,953	337,948	343,017	348,162
San Juan Decommissioning	4,898,220	5,086,620	5,275,020	5,463,420	5,651,820	5,840,220	6,028,620	6,217,020	6,405,420	6,593,820
Laramie River Decommissioning	760,980	799,980	838,980	877,980	916,980	955,980	994,980	1,033,980	1,072,980	1,111,980
San Juan Mine Reclamation	4,240,695	4,097,593	3,993,671	3,766,244	2,916,689	2,114,897	1,351,588	541,744	327,919	266,875
Operations Reserve	6,553,019	6,429,648	6,462,203.28	8,498,990	9,799,011	10,580,100	11,332,061	12,132,133	12,333,960	12,381,938
Capital Expenditures Reserve	1,414,187	1,291,979	1,304,899	1,317,948	1,331,127	1,344,438	1,357,883	1,371,462	1,385,176	1,399,028
Contingency Reserve	507,500	515,113	522,839	530,682	538,642	546,722	554,922	563,246	571,695	580,270
Rate Stabilization Reserve	6,963,589	6,919,210	6,731,174	6,589,318	6,622,207	6,913,874	6,885,208	7,069,573	6,994,705	7,283,251
	29,689,064	29,479,421	29,458,543	29,421,825	29,530,259	30,053,832	30,288,170	30,869,479	31,031,572	31,559,617
<b>RESERVE BALANCE FORECAST</b>										
Debt Service Reserve	4,046,374	4,030,211	4,016,054	2,058,835	1,430,597	1,429,568	1,449,954	1,602,373	1,596,699	1,594,293
Retirement/Reclamation Reserve	10,204,395	10,293,261	10,421,375	10,426,053	9,808,674	9,239,130	8,708,141	8,130,692	8,149,336	8,320,837
Operations Reserve	1,442,679	2,078,641	4,022,184	8,301,712	9,799,011	10,580,100	11,332,061	12,132,133	12,333,960	12,381,938
Capital Expenditures Reserve	-	-	-	-	1,331,127	1,344,438	1,357,883	1,371,462	1,385,176	1,399,028
Contingency Reserve	-	-	-	-	538,642	546,722	554,922	563,246	571,695	580,270
Rate Stabilization Reserve	-	-	-	-	640,611	3,286,739	5,733,772	7,069,573	6,994,705	7,283,251
<b>Total Cash Remaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>991,175</b>	<b>3,511,612</b>	<b>5,894,535</b>



# Department of Public Utilities

## Cash Forecast - Gas

	BUDGET 2019	BUDGET 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028
<b>GAS UTILITY CASH RESERVES</b>										
Cash Balance	2,155,090	3,164,605	3,583,659	3,742,076	3,853,228	3,918,647	3,942,871	3,920,659	3,857,178	3,842,181
<b>Recommended Cash Balance</b>	<b>1,625,427</b>	<b>1,631,159</b>	<b>1,675,124</b>	<b>1,696,471</b>	<b>1,718,118</b>	<b>1,740,069</b>	<b>1,762,328</b>	<b>1,784,900</b>	<b>1,807,788</b>	<b>1,830,998</b>
<b>TARGET RESERVE BALANCES</b>										
Operations Reserve	984,766	986,691	999,782	1,013,069	1,026,555	1,040,244	1,054,138	1,068,240	1,082,554	1,097,082
Capital Expenditures Reserve	386,911	386,911	413,922	418,061	422,242	426,464	430,729	435,036	439,387	443,781
Contingency Reserve	253,750	257,556	261,420	265,341	269,321	273,361	277,461	281,623	285,847	290,135
Rate Stabilization Reserve*	-	-	-	-	-	-	-	-	-	-
	1,625,427	1,631,159	1,675,124	1,696,471	1,718,118	1,740,069	1,762,328	1,784,900	1,807,788	1,830,998
<b>RESERVE BALANCE FORECAST</b>										
Operations Reserve	984,766	986,691	999,782	1,013,069	1,026,555	1,040,244	1,054,138	1,068,240	1,082,554	1,097,082
Capital Expenditures Reserve	386,911	386,911	413,922	418,061	422,242	426,464	430,729	435,036	439,387	443,781
Contingency Reserve	253,750	257,556	261,420	265,341	269,321	273,361	277,461	281,623	285,847	290,135
Rate Stabilization Reserve*	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Remaining</b>	<b>529,662</b>	<b>1,533,446</b>	<b>1,908,535</b>	<b>2,045,605</b>	<b>2,135,109</b>	<b>2,178,578</b>	<b>2,180,043</b>	<b>2,135,759</b>	<b>2,049,390</b>	<b>2,011,183</b>

\* Assumes pass-through cost of gas rate remains in place.

# Department of Public Utilities

## Cash Forecast - Water

	BUDGET 2019	BUDGET 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028
<b>WATER DIST &amp; PROD CASH RESERVES</b>										
Combined Cash Balance DW & WP	1,901,021	3,210,496	5,371,047	5,842,497	7,147,592	7,751,237	7,905,603	7,859,113	7,944,734	7,215,675
Recommended Cash Balance (DW)	1,849,557	1,866,439	1,729,053	1,744,920	1,761,024	1,777,370	1,793,961	1,810,801	1,827,894	1,845,243
Recommended Cash Balance (WP)	4,200,622	4,231,699	4,332,049	4,420,238	4,748,958	4,835,703	4,808,857	4,726,642	4,815,019	4,897,147
<b>Recommended Cash Balance</b>	<b>6,050,179</b>	<b>6,098,137</b>	<b>6,061,103</b>	<b>6,165,158</b>	<b>6,509,982</b>	<b>6,613,073</b>	<b>6,602,818</b>	<b>6,537,443</b>	<b>6,642,913</b>	<b>6,742,390</b>
<b>TARGET RESERVE BALANCES</b>										
Debt Service Reserve	238,433	258,373	306,914	356,139	645,312	691,916	624,327	500,759	547,161	586,686
Operations Reserve	2,965,023	2,981,623	2,871,035	2,914,100	2,957,812	3,002,179	3,047,211	3,092,920	3,139,313	3,186,403
Capital Expenditures Reserve	2,085,473	2,085,473	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896
Contingency Reserve	761,250	772,669	784,259	796,023	807,963	820,082	832,384	844,869	857,542	870,406
	6,050,179	6,098,137	6,061,103	6,165,158	6,509,982	6,613,073	6,602,818	6,537,443	6,642,913	6,742,390
<b>RESERVE BALANCE FORECAST</b>										
Debt Service Reserve	238,433	258,373	306,914	356,139	645,312	691,916	624,327	500,759	547,161	586,686
Operations Reserve	1,662,588	2,952,122	2,871,035	2,914,100	2,957,812	3,002,179	3,047,211	3,092,920	3,139,313	3,186,403
Capital Expenditures Reserve	-	-	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896	2,098,896
Contingency Reserve	-	-	94,203	473,362	807,963	820,082	832,384	844,869	857,542	870,406
<b>Total Cash Remaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>637,611</b>	<b>1,138,164</b>	<b>1,302,785</b>	<b>1,321,670</b>	<b>1,301,822</b>	<b>473,285</b>

# Department of Public Utilities

## Cash Forecast - Wastewater

	BUDGET 2019	BUDGET 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028
<b>WASTEWATER UTILITY CASH RESERVES</b>										
Cash Balance *	1,029,505	2,571,904	3,181,886	3,213,969	(275,061)	249,554	805,280	1,214,823	1,808,182	2,460,512
<b>Recommended Cash Balance</b>	<b>4,207,621</b>	<b>4,124,781</b>	<b>4,828,126</b>	<b>4,863,092</b>	<b>4,898,583</b>	<b>4,934,608</b>	<b>4,877,387</b>	<b>4,820,715</b>	<b>4,858,384</b>	<b>4,893,277</b>
<b>TARGET RESERVE BALANCES</b>										
Debt Service Reserve	966,892	966,893	1,625,124	1,625,123	1,625,123	1,625,124	1,531,339	1,437,555	1,437,554	1,434,213
Operations Reserve	2,024,260	1,936,090	1,965,131	1,994,608	2,024,527	2,054,895	2,085,719	2,117,004	2,148,759	2,180,991
Capital Expenditures Reserve	861,219	861,219	871,883	871,883	871,883	871,883	871,883	871,883	871,883	871,883
Contingency Reserve	355,250	360,579	365,987	371,477	377,049	382,705	388,446	394,272	400,186	406,189
	4,207,621	4,124,781	4,828,126	4,863,092	4,898,583	4,934,608	4,877,387	4,820,715	4,858,384	4,893,277
<b>RESERVE BALANCE FORECAST</b>										
Debt Service Reserve	966,892	966,893	1,625,124	1,625,123	-	249,554	805,280	1,214,823	1,437,554	1,434,213
Operations Reserve	62,613	1,605,011	1,556,762	1,588,845	-	-	-	-	370,628	1,026,299
Capital Expenditures Reserve	-	-	-	-	-	-	-	-	-	-
Contingency Reserve	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Remaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(275,061)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Non-Departmental Budget Summary

## Other Funds Budget

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Proposed Budget	% Variance FY2019 vs FY2018	FY2020 Projected Budget
<b>Expenditures by Program:</b>						
Other non-specific program	\$ 6,830,393	8,560,545	6,268,597	6,265,559	0%	4,550,759
	<u>\$ 6,830,393</u>	<u>8,560,545</u>	<u>6,268,597</u>	<u>6,265,559</u>	0%	<u>4,550,759</u>
<b>Expenditures by Fund:</b>						
Emergency Declarations Fund	\$ 561,284	2,295,899	0	0	N/A	0
Debt Service	6,269,109	6,264,646	6,268,597	6,265,559	0%	4,550,759
	<u>\$ 6,830,393</u>	<u>8,560,545</u>	<u>6,268,597</u>	<u>6,265,559</u>	0%	<u>4,550,759</u>

# CIP Fund Statement (pg 68-69)

## CAPITAL IMPROVEMENT PROJECTS FUND BUDGET SUMMARY

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2018 Projected Actuals	FY2019 Proposed Budget	FY2020 Projected Budget	FY2021 Projected Budget	FY2022 Projected Budget	FY2023 Projected Budget	\$ Variance FY2019 vs FY2018	% Variance FY2019 vs FY2018
<b>Total beginning fund balance</b>	23,195,414	27,984,486	10,822,694	21,676,837	1,853,498	1,548,328	3,678,828	4,631,828	6,631,828	(8,989,196)	(83%)
<b>Revenues:</b>											
Intergovernmental - Federal Grants	113,879	739,087	0			0	0	0	0	0	N/A
Intergovernmental - State Grants	205,733	482,944	179,300	179,300	255,000	200,000	200,000	200,000	200,000	75,700	42%
Bond Proceeds	0		20,000,000			0	0	0	0	(20,000,000)	(100%)
Land Sale Proceeds	0		2,493,750	605,243	2,675,000	2,590,000	0	0	0	181,250	7%
<b>Revenues</b>	<b>319,612</b>	<b>1,222,031</b>	<b>22,673,050</b>	<b>784,543</b>	<b>2,930,000</b>	<b>2,790,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>(19,743,050)</b>	<b>(87%)</b>
<b>Transfers from other funds</b>											
General Fund	11,571,482	4,729,180	1,192,700	1,192,700	3,964,080	4,270,000	3,907,000	4,548,000	4,193,000	2,771,380	232%
Kiddie Pool Donations				152,083							
State Shared Revenue	580,000	580,000	580,000	580,000	580,000	580,000	580,000	580,000	580,000	0	0%
Enterprise Funds	1,600,000		0	0		0	0	0	0	0	N/A
Economic Development	0	90,800	0	0		0	0	0	0	0	N/A
Capital Project Permanent	1,233,495	1,218,942	1,256,000	1,256,000	1,274,000	1,303,000	1,327,000	1,368,000	1,412,000	18,000	1%
<b>Transfers from other funds</b>	<b>14,984,977</b>	<b>6,618,922</b>	<b>3,028,700</b>	<b>3,180,783</b>	<b>5,818,080</b>	<b>6,153,000</b>	<b>5,814,000</b>	<b>6,496,000</b>	<b>6,185,000</b>	<b>2,789,380</b>	<b>92%</b>
<b>Total sources of funds</b>	<b>\$ 38,500,003</b>	<b>35,825,419</b>	<b>36,524,444</b>	<b>25,642,183</b>	<b>10,601,578</b>	<b>10,491,328</b>	<b>9,690,828</b>	<b>11,327,828</b>	<b>13,016,828</b>	<b>(25,922,866)</b>	<b>(71%)</b>
<b>Expenditures:</b>											
Capital Improvements	\$ 3,352,709	13,365,590	0			0	0	0	0	0	N/A
Road Projects	4,362,936		1,950,000	1,950,000	1,950,000	2,565,000	4,187,000	4,313,000	4,443,000	0	0%
Parks Small Capital	142,939	248,780	57,000	57,000	57,000	57,000	59,000	61,000	63,000	0	0%
Information Technology Projects	1,092,411	301,212	295,000	295,000	295,000	304,000	313,000	322,000	332,000	0	0%
Schools Projects (unallocated)	0		0		500,000	0	500,000	0	500,000	500,000	N/A
Bond Issuance Costs	0		350,000	0	0	0	0	0	0	(350,000)	(100%)
Carryover			0	11,101,879	0	0	0	0	0	0	N/A
<b>Recreation Projects</b>											
Multi-Generational Pool	0		868,000			0	0	0	0	(868,000)	(100%)
Kiddie Pool	0		0	650,000	5,850,000					5,850,000	N/A
Golf Course Improvements	0		4,524,000	4,524,000	0	0	0	0	0	(4,524,000)	(100%)
Softball Field Improvements	0		1,043,000			0	0	0	0	(1,043,000)	(100%)
Pinon Park Splash Pad	0		720,000	720,000	0	0	0	0	0	(720,000)	(100%)
Rec Center and Ice Rink A-16	0		1,843,000			0	0	0	0	(1,843,000)	(100%)
Outdoor Rink	0		0	1,200,000	0	0	0	0	0	0	N/A
<b>Economic Development Projects</b>											
20th Street	0		0			0	0	0	0	0	N/A
A-13 (former LASO site)	0		800,000	1,200,000		0	0	0	0	(800,000)	(100%)
Deacon Street	0		0			2,000,000	0	0	0	0	N/A
A-16 infrastructure (utilities)	0		2,000,000	2,000,000		0	0	0	0	(2,000,000)	(100%)
DP Road	0		0			1,500,000	0	0	0	0	N/A
<b>Expenditures</b>	<b>8,950,995</b>	<b>13,913,582</b>	<b>14,450,000</b>	<b>23,697,879</b>	<b>8,652,000</b>	<b>6,426,000</b>	<b>5,059,000</b>	<b>4,696,000</b>	<b>5,338,000</b>	<b>(5,798,000)</b>	<b>(40%)</b>
<b>Transfers to other funds</b>	<b>1,564,542</b>	<b>235,000</b>	<b>0</b>	<b>90,786</b>	<b>401,250</b>	<b>388,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>401,250</b>	<b>N/A</b>
<b>Ending fund balance:</b>	<b>27,984,486</b>	<b>21,676,837</b>	<b>22,074,444</b>	<b>1,853,498</b>	<b>1,548,328</b>	<b>3,676,828</b>	<b>4,631,828</b>	<b>6,631,828</b>	<b>7,678,828</b>	<b>(20,526,116)</b>	<b>(93%)</b>
<b>Total uses of funds</b>	<b>\$ 38,500,003</b>	<b>35,825,419</b>	<b>36,524,444</b>	<b>25,642,183</b>	<b>10,601,578</b>	<b>10,491,328</b>	<b>9,690,828</b>	<b>11,327,828</b>	<b>13,016,828</b>	<b>(25,922,866)</b>	<b>(71%)</b>
<b>Operating Surplus / (Shortfall)</b>	<b>4,789,052</b>	<b>(6,307,629)</b>	<b>11,251,750</b>	<b>(19,823,339)</b>	<b>(305,170)</b>	<b>2,128,500</b>	<b>955,000</b>	<b>2,000,000</b>	<b>1,047,000</b>		

# Capital Improvements

## CAPITAL IMPROVEMENTS - FY2019 PROPOSED BUDGET

GOVERNMENTAL FUNDS		
	CIP Fund Fund Stmt pg 68	General Fund Fund Stmt pg 54
<u>Ongoing Infrastructure Capital &amp; Maintenance</u>		
Road Reconstruction Projects (see page 247)	\$ 1,950,000	
Major Facilities Maintenance (see page 248)		1,634,858
Parks Small Capital (see page 249)	57,000	
Parks Major Maintenance Projects (see page 249)		35,000
Information Technology Capital (see page 250)	295,000	
School Projects (unallocated)	500,000	
<u>Recreation Projects</u>		
Kiddie Pool	5,850,000	
<b>TOTAL</b>	<b>\$ 8,652,000</b>	<b>\$ 1,669,858</b>

# Capital Improvements

## CAPITAL IMPROVEMENTS - FY2019 PROPOSED BUDGET

ENTERPRISE FUNDS		Airport Fund	Joint Utilities System Fund
		Fund Stmt pg 81	Fund Stmt pg 72
<u>Airport</u>			
Fuel Farm	\$	300,000	
Replace Automated Weather Observation System		250,000	
Annual Pavement Repairs		50,000	
Hangar Acquisition		60,000	
<b>TOTAL</b>	<b>\$</b>	<b>660,000</b>	
<u>Department of Public Utilities</u> (see page 325)			
Electric Production			305,000
Electric Distribution			1,340,817
Gas Distribution			-
Water Distribution			0
Water Production			2,805,000
Wastewater Treatment and Sewer Collection			1,000,000
<b>TOTAL</b>	<b>\$</b>		<b>5,450,817</b>

Note: Where detailed project planning schedules are included on the following pages, it is for informational purposes only. Budget control is at the total level as shown above.



## FY2019 Budget Options - All County Funds

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	1	CMO-01	ALL	All County	\$737,147 \$381,336	3% Salary Plan Maintenance	Salaries and benefits were budgeted at 0% increase except for collective bargaining unit agreements. Per the salary plan, the annual cost would be 2% for individual merit adjustments plus a 1% adjustment to the salary structure for inflation.	R	General Fund  Non General Fund
A	2	FIRE-01	Fire		\$418,473	Cooperative Agreement Budget	To restore budget to reflect the original 10-year projection on the Cooperative Agreement. Impact on both GF and Fire Fund determine	R	General Fund
A	3	Police-01	Police	Operations & Detention	\$51,980	Operational Costs	Operational expenditures removed to achieve flat.	R	General Fund
A	4	PW-01	Public Works	Facilities	\$105,000	Materials and Supplies	Material and supplies funding is needed due to the addition of six new buildings in the last five years for a total of approximately 65,000 square feet. Actual expenses in FY 2016 = \$237,778 and FY2017 = \$263,795 while the FY2018 Budget = \$170,254	R	General Fund
A	5	CDD-01	CDD	Admin	\$9,500	Operational Costs	Certifications, monitors, supplies and training costs removed to achieve flat budget	R	General Fund
B	1	CMO-02	CMO		\$150,000	Tourism Plan Implementation	Implement the Tourism Plan based on committee recommendations.	O-T	General Fund
B	2	CDD-02	CDD	Planning	\$25,000	Consultant Services	Consulting services to address code analysis and updates related to the property maintenance and code enforcement standards.	O-T	General Fund
B	3	Police-02	Police	Admin	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-serviceable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access. \$45k approved last year, this request is the 2nd of three phases to replace all in-car devices.	O-T	General Fund
B	4	ASD-01	ASD	Info Tech	\$69,362	Records Specialist	One additional FTE in Records Management to handle increased IPRA requests. In the first seven months of FY2018, the County has received 1,069 IPRA requests. In FY2017 and FY2016 (12 months each), the County received 871 and 506 IPRA requests respectively. The time spent by Records on the requests were 1,448 (7 mo of FY2018), 803 hours in FY2017 and 1,274 hours in FY2016.	R	General Fund
B	5	CSD-01	CSD	Open Space	\$79,802	Parks Maintenance Construction Specialist III	Addition of 1 FTE Parks Maintenance Construction Specialist III to build and maintain trails (i.e. Flow Trail) to avoid erosion and degradation, and to combine trails.	R	General Fund
B	6	Muni-01	Muni	(Police Ops)	\$28,000	Court Security	Muni Court request for additional contractual services for security. Increase from 1/2 to 3/4 time. Total spent in FY2017 was \$8567 and \$14,762 in FY2017 through March 27th for 1/2 time. This budget item is under the Police Operations.	R	General Fund
B	7	Police-03	Police	Admin	\$132,038	Camera System Upgrade	Replacing existing camera infrastructure in Detention and put it on the same platform as remainder of cameras in the County. This allows for dispatch to view all cameras including traffic and school.	O-T	General Fund
B	8	PW-02	Public Works	MFM	\$365,655	Major Facilities Maintenance	To restore annual funding to the Major Facilities Maintenance program to \$2 million target. This additional money will be used for projects such as roof repairs at Pajarito Cliffs and Mesa Public Library elevator equipment replacement.	R	General Fund
B	9	CDD-03	CDD	Building	\$5,000	Accreditation	International Accreditation Service Assessment for Building Code Regulatory Agencies Accreditation. Fees for first assessment have already been paid. This amount will pay for first site visit and evaluation by accreditation team. Additional \$5,000 per year which may be reduced for ongoing annual update purposes.	R	General Fund

## FY2019 Budget Options - All County Funds

CMO Rank	Item #	Dept Ref	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
C	1	CSD-02	CSD	Social Services	\$50,000	Public Health Office Services	Additional funding to provide 2 days per week at the public health office. Assumes \$20k additional from LAPS	R	General Fund
C	2	CSD-03	CSD	Admin	\$40,883	Teen Center Operations Contract	Funding to Teen Center operator for increase to personnel, instructor for summer programming, program supplies, utilities and custodial.	R	General Fund
C	3	CSD-04	CSD	Admin	\$10,992	Teen Center Operations Contract	Funding to Teen Center operator to replace FFE (furniture, fixtures and equipment) items that are in need of replacement.	O-T	General Fund
C	4	CDD-04	CDD	Housing	\$50,000	Consultant Services	Housing Needs Study in support of EVSP and Affordable Housing Plan goals. The estimate of \$50,000 would cover basic data collection and analysis. The plan itself would be updated by staff using the study data.	O-T	General Fund
C	5	CDD-05	CDD	Building	\$5,000	Outreach	Support for Code Enforcement public education and outreach as needed.	R	General Fund
C	6	PW-03	Public Works	Traffic & Streets	\$100,000	Contractual Services - Pavement Preservation	The Pavement Condition Index will continue to decline if slurry/crack sealing service is not provided. Each \$10,000 of funding will slurry seal 1/3 of a lane mile. Historical Spending: FY2015 \$1,005,832, FY2016 \$1,613,180, FY2017 \$792,164. The FY2019 proposed budget includes \$557,000 for pavement preservation.	R	General Fund
C	7	CSD-05	CSD	Open Space	\$70,000	Trail restoration	Enhance trailhead signage/wayfinding, bridges and stairs per the trails masterplan priority ranking	O-T	General Fund
C	8	CSD-06	CSD	Social Services	\$18,672	Early Intervention Services Contract	Due to increased demand in early intervention services coupled with a drop in funding from CYFD additional County funding is requested for juvenile services provider.	R	General Fund
D	1	SH-01	Sheriff		\$58,911	Office Specialist	Add full-time Office Specialist	R	General Fund
D	2	SH-02	Sheriff		\$130,000	Undersheriff	1 full-time Undersheriff - second in command	R	General Fund
D	3	SH-03	Sheriff		\$29,565	Deputies	3 part-time deputies for new duties of the Sheriff's Office (e.g. court security, transport and civil process, monitoring and checks on sex offenders)	R	General Fund
D	4	SH-04	Sheriff		\$3,642	Training LEA	LEA Training for Undersheriff and Deputies	R	General Fund
D	5	SH-05	Sheriff		\$5,000	Training General	General Training for Office Specialist, Undersheriff and Deputies	R	General Fund
D	6	SH-06	Sheriff		\$10,000	Handheld Communications	Handheld communications (5)	O-T	General Fund
D	7	SH-07	Sheriff		\$46,000	Passenger Vehicle	Equipped with cage for transport, Communications, Lights	O-T	General Fund
D	8	SH-08	Sheriff		\$65,000	3/4 ton Truck	Sheriff's transportation, radio, toolbox, gooseneck hitch for horse transport to scenes	O-T	General Fund

FY2019 BUDGET OPTIONS SUMMARY			
Rank	General Fund	Non-General Fund	TOTAL
A	\$1,322,100	\$381,336	\$1,703,436
B	\$899,857		\$899,857
C	\$345,547		\$345,547
D	\$348,118		\$348,118
<b>TOTAL</b>	<b>\$2,915,622</b>	<b>\$381,336</b>	<b>\$3,296,958</b>

## FY 2019 Equipment Replacement

### General Fund Divisions

Unit#	Division	Year of Unit	DESCRIPTION	Estimated Replacement cost
1122	Police Department	2009	Ford F150	\$53,000
1151	Police Department	2012	Ford F150	\$53,000
1154	Police Department	2012	Ford F150	\$53,000
1058	Parks Maintenance	2007	Ford F250 4WD Reg Extended Cab	\$33,000
3097	Parks Maintenance	2008	JD 370 Mower Rear Mount Flail	\$15,000
3139	Parks Maintenance	2010	Hustler Super Z 28HP Mower	\$15,000
1059	Parks Maintenance	2007	Ford F250 4WD Extended Cab Utility	\$34,000
1124	PW Traffic and Streets	2009	Ford F350 SD Utility Bed	\$40,000
1097	PW Traffic and Streets	2009	Chevy 2500	\$30,000
3034	PW Traffic and Streets	2005	Freightliner Eagle Sweeper	\$280,000
1101	Facilities	2009	Ford F350 1 Ton Utility Bed	\$40,000
1119	PW Custodial	2009	Chevy 1500 4WD	\$25,500
1118	PW Custodial	2009	Chevy 1500 4WD	\$25,500
1075	Community Development	2007	Ford Escape	\$21,000
1025	Community Development	2004	Ford Escape SUV 4WD	\$21,000
997	Fleet Motor Pool	2000	Dodge Durango	\$23,000
1116	Golf Course	2009	Ford Ranger PU Economy 2WD	\$25,000
<b>Equipment Fund Subtotal</b>				<b>\$787,000</b>

### Enterprise Funds

Unit#	Division	Year of Unit	DESCRIPTION			Estimated Replacement Cost
3148	PW Enviromental	2011	Case Skidster 440			\$50,000
1016	PW Enviromental	2004	Freightliner Roll Off			\$170,000
3018	PW Enviromental	2004	Peterson Grapppler Body			\$65,000
1146	PW Enviromental	2012	Refuse Side Loader			\$275,000
1114	PW Enviromental	2009	Chevy 1500 4WD			\$25,000
Unit#	Division	Year of Unit	DESCRIPTION	Full Cost	Utilities Fund (contribution for upgrade)	Estimated Replacement Cost
1078	Utilities WW	2005	Dump Truck 10 yd	\$ 178,000	\$ 57,000	\$121,000
1109	Utilities GWS	2009	Chevy 2500 4WD Utility Be	\$ 36,000		\$36,000
1158	Utililities WP	2012	Ford Expedition	\$ 30,000		\$30,000
Equipment Fund Subtotal						\$772,000

### Transit Fund

Because these buses are grant funded, the grant funded portion resides in the Transit Budget. The replacement cost of these buses is split between the Transit Fund and the Equipment Fund.						
Unit#	Division	Year of Unit	Description	Full Cost	Transit Fund (including grant amount)	Estimated Replacement Cost
4111	PW Transit	2011	Glavel E450 Super Duty	\$370,000	\$347,020	\$22,980
4101	PW Transit	2010	Chevy 4500	\$370,000	\$317,189	\$52,811
4104	PW Transit	2010	Chevy 4500	\$370,000	\$317,189	\$52,811
<b>Equipment Fund Subtotal</b>						<b>\$128,602</b>

### Equipment Fund Grand Total

<b>Equipment Fund Grand Total</b>				<b>\$1,687,602</b>
-----------------------------------	--	--	--	--------------------

## PENSION FUND BUDGET SUMMARY

	FY2016 Actuals	FY2017 Actuals	FY 2018 Adopted Budget	FY2018 Projected Actuals	FY 2019 Proposed Budget	FY 2020 Projected Budget	Variance FY 2018 vs FY 2017
<b>Over (under funding carryover)</b>	\$ 119,308	97,816	76,816	80,153	59,153	44,153	(12%)
<b>Revenues:</b>							
Participant Fees and Interest	38,581	30,945	45,000	45,000	40,000	40,000	N/A
<b>Expenditures:</b>							
Administrative (trustee) Fees	47,645	37,654	55,000	55,000	44,000	44,000	0%
Legal Fees	6,571	5,097	5,000	5,000	5,000	5,000	0%
Audit Fees	5,857	5,857	6,000	6,000	6,000	6,000	0%
<b>Expenditures</b>	60,073	48,608	66,000	66,000	55,000	55,000	0%
<b>Over (under) funding of pension costs</b>	\$ 97,816	80,153	55,816	59,153	44,153	29,153	(15%)

*The **Pension Fund** accounts for participant fees paid by employees and the costs for administrative, legal and audit fees of the pension. Budgets are generally not presented for Pension Trust Funds under current accounting practice. The FY2019 proposed budget for administrative costs are being presented here for Council approval.*

*It will not be a formal part of the final budget that is adopted.*

**Schedule of Recurring Grants  
Estimates for FY2019**

<b>Dept/Div</b>	<b>Funding Source</b>	<b>Grant Description</b>	<b>Amount</b>
<b>Fire</b>			
	NMPRC	Fire Protection Fund	\$ 563,000
	NMDOH	Emergency Medical Services Fund	10,500
<b>Community Services</b>			
	NMCYFD	Juvenile Justice Advisory Board	196,000
	NMDFA	Local DWI Distribution	75,000
<b>Police</b>			
	NMDHSEM	State Homeland Security Grant Program	200,000
	NMDFA	Law Enforcement Protection Fund	39,200
	NMDHSEM	Emergency Management Planning Grant	18,049
<b>Transit</b>			
	NMDOT	Transit 5311 - Operations	1,662,288
	NMDOT	Transit 5311 - Capital	888,000
	USDOI	Bandelier Service	175,252
<b>Public Works</b>			
	NMDOT	School Bus Route Program	87,000
	NMDOT	County Arterial Program	28,000
	NMDOT	Cooperative Program	64,000
<b>Airport</b>			
	USFAA		225,000
	NMDOT		271,500
<b>Total</b>			<b>\$ 4,502,789</b>

*Approval of this schedule of recurring routine grants authorizes the department to apply for the grant. If the actual award is different from the amount included in the budget, a budget revision will be presented to Council for consideration during the fiscal year.*

**Los Alamos County**  
**FY 2019 Summary of Changes from Proposed to Adopted Budget**

Fund Type	Fund	Department	FY2019 Proposed Expenditure Budget	Changes	FY2019 Adopted Expenditure Budget
<b>GOVERNMENTAL</b>					
General	General Fund	County Council	\$ 419,546		419,546
General	General Fund	Municipal Court	522,517		522,517
General	General Fund	County Manager	3,540,784		3,540,784
General	General Fund	County Assessor	407,201		407,201
General	General Fund	County Attorney	703,539		703,539
General	General Fund	County Clerk	568,528		568,528
General	General Fund	Probate Court	5,906		5,906
General	General Fund	County Sheriff	15,510		15,510
General	General Fund	Administrative Services	7,469,690		7,469,690
General	General Fund	Community Services	10,582,995		10,582,995
General	General Fund	Fire	5,207,149		5,207,149
General	General Fund	Police	8,601,047		8,601,047
General	General Fund	Community Development	1,878,307		1,878,307
General	General Fund	Public Works	11,697,841		11,697,841
<b>General Fund Subtotal</b>			<b>51,620,560</b>	<b>-</b>	<b>51,620,560</b>

<b>GOVERNMENTAL</b>					
Special Revenue	State Shared Revenues	Public Works	-		-
Special Revenue	Lodger's Tax	Community Development	227,662		227,662
Special Revenue	State Grants	Fire, Police, Community Services	699,200		699,200
Special Revenue	Health Care Assistance	Community Services	2,345,621		2,345,621
Special Revenue	Economic Development	County Manager	3,275,750		3,275,750
Special Revenue	Other Special Revenue	Municipal Court, Community Services, Clerk, Assessor	302,573		302,573
Special Revenue	Emergency Declarations	Non Departmental	-		-
<b>Special Revenue Funds Subtotal</b>			<b>6,850,806</b>	<b>-</b>	<b>6,850,806</b>

**GOVERNMENTAL**

**Los Alamos County**  
**FY 2019 Summary of Changes from Proposed to Adopted Budget**

Fund Type	Fund	Department	FY2019 Proposed Expenditure Budget	Changes	FY2019 Adopted Expenditure Budget
Debt Service	Debt Service	Non Departmental	6,265,559	-	6,265,559
<b>GOVERNMENTAL</b>					
Capital Projects	Capital Improvement Projects	Public Works, Community Development	8,652,000	-	8,652,000
Capital Projects	Capital Projects Permanent	Non Departmental	-	-	-
<b>PROPRIETARY</b>					
Enterprise	Joint Utilities System	Utilities	64,691,600		64,691,600
Other Enterprise	Environmental Services	Public Works	4,275,028		4,275,028
Other Enterprise	Transit	Public Works	4,865,667		4,865,667
Other Enterprise	Fire (Cooperative Agreement)	Fire	25,364,926		25,364,926
Other Enterprise	Airport	Public Works	1,062,406		1,062,406
<b>Other Enterprise Funds Subtotal</b>			<b>35,568,027</b>	<b>-</b>	<b>35,568,027</b>
<b>PROPRIETARY</b>					
Internal Service	Equipment	Public Works	4,671,006		4,671,006
Internal Service	Risk Management	County Manager	10,449,698		10,449,698
<b>Internal Services Funds Subtotal</b>			<b>15,120,704</b>	<b>-</b>	<b>15,120,704</b>
<b>County-Wide Total Expenditures</b>			<b>\$ 188,769,256</b>	<b>-</b>	<b>\$ 188,769,256</b>